

SAN FRANCISCO PUBLIC LIBRARY



3 1223 03273 8230

5/5

5/S



San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



Digitized by the Internet Archive
in 2015



NOTICE

The personnel records and personnel history of each person employed by the City and County of San Francisco are maintained in the personnel records system. It has been decided that the personnel records of each person employed by the City and County of San Francisco shall be maintained in a separate file. The personnel records of each person employed by the City and County of San Francisco shall be maintained in a separate file. The personnel records of each person employed by the City and County of San Francisco shall be maintained in a separate file.

Major subjects and sections are listed in the table of contents. Manual pages are numbered consecutively within each subject. The contents of each section are listed in the table of contents. The table of contents is located in the front of the manual. The table of contents is located in the front of the manual. The table of contents is located in the front of the manual.

When these are described, a copy of the form is on the facing left-hand page. Each manual is described in a list-by-top manner, identified by sequential numbers.

New and revised material will be placed in consecutively numbered "additions" or "deletions". It is recommended that you keep the manual in a separate file. It is recommended that you keep the manual in a separate file. It is recommended that you keep the manual in a separate file.

Corrections, suggestions or questions should be directed to the office of the Assistant Secretary, Room 120 City Hall. All correspondence should be directed to that office.

PERSONNEL POLICY AND PROCEDURES MANUALTABLE OF CONTENTS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>PAGE</u>
1.	General Information	
	1. Essential Resources.....	1.1
	2. Secondary Resources.....	1.4
2.	Mandated Policies	
	1. Equal Employment Opportunity.....	2.1
	2. Affirmative Action.....	2.2
	3. Prohibition of Sexual Harassment.....	2.3
	4. City Employees' Sexual Privacy Ordinance.....	2.4
	5. Departmental Affirmative Action Plan.....	2.5
	6. Prohibiting the Use of Slurs.....	2.6
	7. Prohibiting Discrimination in Employment against any Person with a Disease or Affliction Not Transmitted by Casual Contact.....	2.7
	8. Drug Free Workplace.....	2.8
	9. Prohibiting Discrimination in Employment on the Basis of AIDS, ARC, HIV Infection or any Medical Signs or Symptoms Related Thereto.....	2.9
	10. Language Diversity.....	2.10
	11. Improper Government Activities.....	2.11
3.	Miscellaneous Policies	
	1. Introduction.....	3.1
	2. Additional Employment.....	3.2
	3. Tuition Reimbursement.....	3.3
	4. Requests for Medical Examinations of Employees.....	3.4
	5. Cases of Suspected Criminal Activity.....	3.5
	6. Voting by Employees.....	3.6
	7. Employment Verification Guidelines.....	3.7
4.	Classification	
	1. Authority/Definition.....	4.1
	2. Classification Requests.....	4.2
5.	Salaries and Compensation	
	1. General Information.....	5.1
	2. Requests Requiring CSC Action.....	5.4

PERSONNEL POLICY AND PROCEDURES MANUALTABLE OF CONTENTS

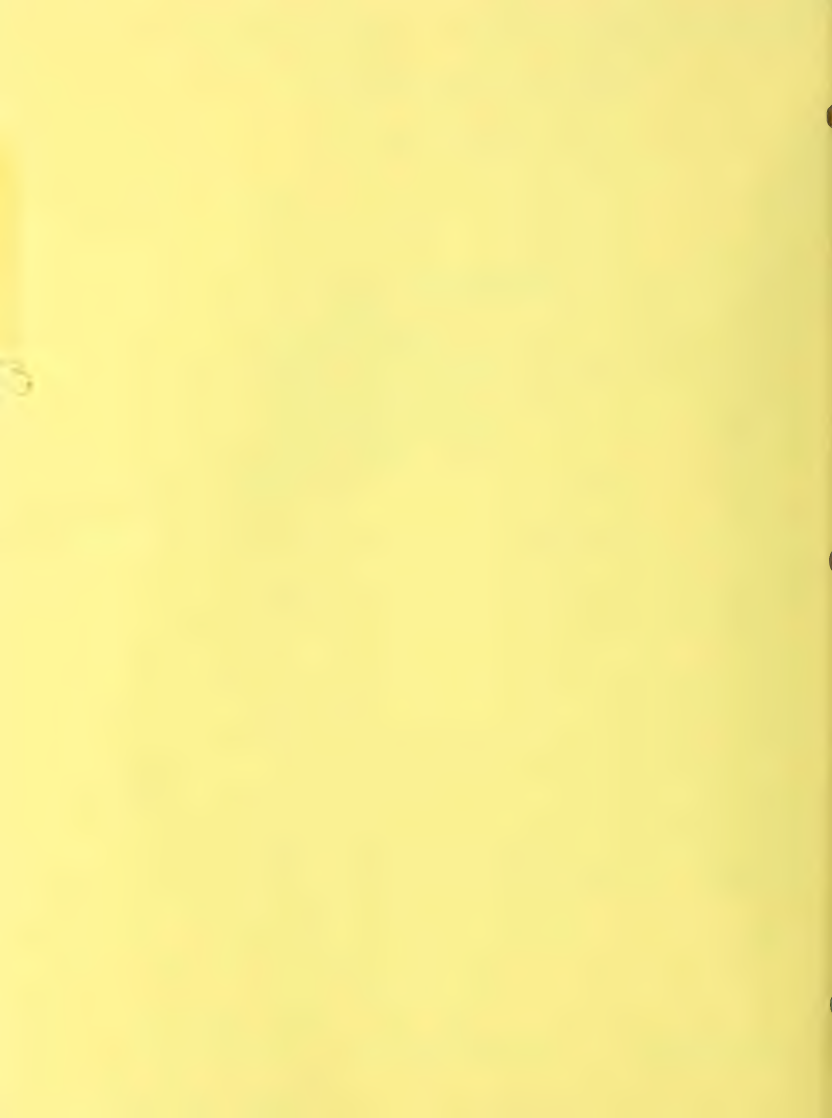
<u>NUMBER</u>	<u>SUBJECT</u>	<u>PAGE</u>
6.	Examinations	
	1. Preparation.....	6.1
	2. Examination Process.....	6.4
	3. Eligible Lists.....	6.9
7.	Personnel Requisitions	
	1. Types of Requisitions.....	7.1
	2. Initiating a Requisition.....	7.4
	3. The Path of a Requisition.....	7.14
	4. Requisition Modification.....	7.17
	5. Path of a Requisition Modification.....	7.20
	6. Immediate Filling of a Vacancy.....	7.22
	7. Flexible Staffing.....	7.24
	REQUEST FOR LANGUAGE REQUIREMENT.....	Appendix A
	STANDARDIZED LANGUAGE FOR SPECIAL CONDITIONS.....	Appendix B
8.	Certification of Eligibles	
	1. General Information.....	8.1
	2. Civil Service Commission Certification Unit.....	8.7
	3. Certification Process, Single Certification.....	8.8
	4. Certification Process, Multiple Certification.....	8.11
	5. Selection Process.....	8.14
	6. Waivers.....	8.18
9.	Personnel Appointments	
	1. Types of Appointments.....	9.1
	2. Selection of Non-Civil Service Appointees.....	9.5
	3. Appointment Processing Form and Appointment Processing.....	9.8
	4. Appointment of Officers.....	9.20
	5. Reinstatement.....	9.22
	6. Reappointment Following Resignation.....	9.27
	7. Transfers.....	9.30
	8. Appointment by Status.....	9.46
	9. Management, Supervisory and Confidential Positions.....	9.47
	10. As-Needed Appointments.....	9.49
	11. Successive Appointments.....	9.52
	HANDBOOK FOR EMPLOYERS.....	Appendix A
	CIVIL SERVICE COMMISSION MEDICAL EXAMINATION POLICY.....	Appendix B
	CRIMINAL HISTORY RECORD REVIEW PROCEDURE.....	Appendix C

PERSONNEL POLICY AND PROCEDURES MANUALTABLE OF CONTENTS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>PAGE</u>
10.	Probationary Period (to be issued)	
11.	Exempt Employment of Individuals Who are Severely Disabled	
	1. Charter Mandate/CSC Rule 34.....	11.1
	2. Designation of a Position.....	11.2
	3. Selection.....	11.5
	4. Appointment and Evaluation Period.....	11.6
	5. Advancement to Permanent Civil Service Status.....	11.9
12.	Performance Appraisal	
	1. Performance Appraisal System Procedures.....	12.1
	2. Guidelines for Writing Performance Appraisals.....	12.3
	3. Schedule for Writing Performance Appraisals.....	12.8
	4. Supplemental Reports.....	12.9
	5. Employee Rights.....	12.10
	6. Guidelines for Reviewing Performance Appraisals.....	12.11
	PERFORMANCE APPRAISAL REPORT.....	Appendix A
13.	Separations I - Non-Disciplinary	
	1. General Information.....	13.1
	2. SEPARATION REPORT.....	13.3
	3. Unemployment Compensation Claims.....	13.16
14.	Separations II - Disciplinary	
	1. General Information.....	14.1
	2. Automatic Resignation.....	14.4
	3. Dismissal of Permanent Employee.....	to be issued
	4. Termination of a Probationary Employee.....	to be issued
	5. Termination of a Temporary Employee.....	to be issued
	6. Termination of a Limited Tenure Employee.....	to be issued
	7. Resignation - Services Unsatisfactory.....	to be issued
	8. Termination of an Exempt or non-Civil Service Employee.....	to be issued
	9. Forms I - NOTICE OF SEPARATION FROM EMPLOYMENT.....	14.A

PERSONNEL POLICY AND PROCEDURES MANUALTABLE OF CONTENTS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>PAGE</u>
15.	Separations III - Layoff	
	1. Definitions.....	15.1
	2. Procedures for Implementing Layoffs.....	15.7
	3. Exception to the Order of Layoff.....	15.16
	4. Return to Duty.....	15.21
	5. Rescinding or Amending a Layoff.....	15.26
	6. Questions and Answers.....	15.28
	Reduction in Force - Options.....	Appendix A
	BROCHURE: LAYOFF AND INVOLUNTARY LEAVE	
	OF ABSENCE INFORMATION.....	Appendix B
	SAMPLE VOLUNTARY LAYOFF LETTER.....	Appendix C
	CLASSES REPRESENTED BY SEIU.....	Appendix D
	WORDING OF SPECIAL CONDITIONS.....	Appendix E
16.	Temporary Assignments Outside of Classification	
	1. Policy.....	16.1
	2. Description of the Temporary Assignment Form	16.3
	3. The Path of a Temporary Assignment Form.....	16.8
	4. Calculating Acting Assignment Pay.....	16.10
	5. Questions and Answers.....	16.13
	REPRESENTED CLASSES (Locals 21 and 200).....	Appendix A
17.	Leaves of Absence	
	1. General Information.....	17.1
	2. Types of Leaves.....	17.2
	3. Use of Forms.....	17.8
	4. Abridgement of Leave.....	17.13
	5. Policy and Procedures Governing	17.17
	Personal Leaves of Absence.....	17.17
18.	Disciplinary Suspension	
	1. General Information.....	18.1
	2. Notice of Disciplinary Suspension.....	18.3
	3. Emergency Suspensions.....	18.6
	4. Form: NOTICE OF DISCIPLINARY SUSPENSION.....	Appendix A
19.	Index (to be issued)	



Subject 1: General Information

Section 1: Essential Resources

PURPOSE

To describe essential reference materials required to perform personnel transactions, interpret policy and resolve problems.

Civil Service Commission Rules available in Room 153, City Hall. \$10.00

Every department and personnel office should have a copy of the Civil Service Commission Rules. By using the Rules, you should be able to resolve most "Civil Service " questions. If you need clarification or assistance, you should telephone the Assistant Secretary's Office and say "I have an in-service question." You will be referred to a personnel analyst for assistance.

Because the Rules are so basic to your work, you should keep them up-to-date. Rule changes are made periodically and after Commission approval are sent to every appointing officer and personnel officer. The same mailing list is used to notify you of proposed Rule changes. These notices also tell you how to arrange a consultation on the proposed amendment. It is important to review the proposals to be sure that they do not adversely affect your department.

Annual Salary Ordinance available at 44 Gough Street, 1st Floor
produced annually in October

This is the official list of positions by Department and is used to verify that your department is permitted to employ a given number of people in a specific class. The position report of Phase D of the budget gives the same information, however the ASO also indicates whether or not the position has been classified.

Salary Standardization Ordinance available at 44 Gough Street, 1st Floor
prepared annually in April \$5.00

The Salary Standardization Ordinance (SSO) is concerned with pay. It lists salaries and adjustments, various premiums, holiday pay, differentials, etc. It is an essential tool for planning and for dealing with routine pay questions raised by employees.

Employee Handbook available in Room 52-H, City Hall from 8 a.m. to 12 Noon
and from 1 p.m. to 5 p.m., Monday through Friday
updated periodically \$2.00

This booklet should be given to each new employee at the time that person begins appointment processing. You should always have an up-to-date copy for ready reference about processing, benefits and general policy.

Subject 1: General Information

Section 1: Essential Resources (continued)

Forms available in Room 52-H, City Hall from 8 a.m. to Noon
and 1 p.m. to 5 p.m., Monday through Friday

There are numerous forms which are required in accordance with the Charter and Civil Service Commission Rules. Some, like Performance Appraisals, will be needed on a regular basis; others, such as Request for Disability Transfer, may be used rarely, if at all. When in doubt as to whether a form is required, check the appropriate Civil Service Rule or elsewhere in this Manual.

Departmental personnel offices should have, at a minimum, copies of the following forms and publications:

- Employee Handbook (6-15)
- Request for Leave (CSC 1-20)
- Performance Appraisal (CSC 8-05) available at 44 Gough Street,
3rd Floor
- Personnel Requisition (CSC 6-12a)
- Requisition Modification (CSC 6-12)
- Separation Report (resignation, layoff, leave,
reassignment, suspension) (CSC 1-67)
- Appointment Processing (CSC 6-12c)
- Employee Request for Transfer (CSC 6-36)
- Employee Request for Reappointment (CSC 6-36B)
- Employee Request for Reinstatement (CSC 6-36A)

The process for each of these forms will be described in the appropriate section.

Civil Service MIS Reports available at 44 Gough Street, 1st Floor
produced weekly

This series of reports is routed to each department every Monday morning. The contents listed below will assist you in keeping track of requisitions in process, non-civil service appointments and the status of examination and eligible lists. In addition, because the reports contain the names and telephone numbers of the analysts responsible for a specific classification, you will find these reports extremely helpful.

The reports include:

Appointments

Apt. 5.30: Warning for the expiration of non-civil service oral authorizations.

Exam Status

Exam 1.55: Exams in progress, anticipated lists for the next 30-60 days.

Subject 1: General Information

Section 1: Essential Resources (continued)

Exam 2.10 Announcements issued in the previous week.

Exam 2.11 Announcements anticipated for the next 30-60 days.

Eligible Lists

List 1.5: Eligible lists adopted in the previous week.

List 3.5: Eligible lists expiring in the next 60 days.

Requisitions

Req. 4.30: Listing of all "active" requisitions in your department and, if applicable, the status and name of the appointee. An "active" requisition is one that has been fully approved but is not filled by an validated appointment of the same type as the requisition. Thus, a permanent requisition filled by a temporary, limited tenure or non-civil service appointee will be listed as "active."

Req. 6.30: Warning of the expiration of temporary requisitions in your department.

Req. 7.30 Listing of any expired requisitions.

It is important that you report any errors in the report promptly. The first page of the MIS report contains the telephone number you will need.

Subject 1: General Information

Information

Section 2: Secondary Resources

PURPOSE

To identify reference materials that will assist in the performance of personnel transactions, interpretation of policy and resolution.

Directory for Routing Correspondence and Referring Inquiries available in Room 153, City Hall
updated periodically \$3.00

This directory is a listing of people who can answer questions on personnel matters. They can be contacted when the primary resources does not give enough information.

Names and numbers are subject to change, so you should update your copy or obtain a new one on an annual basis.

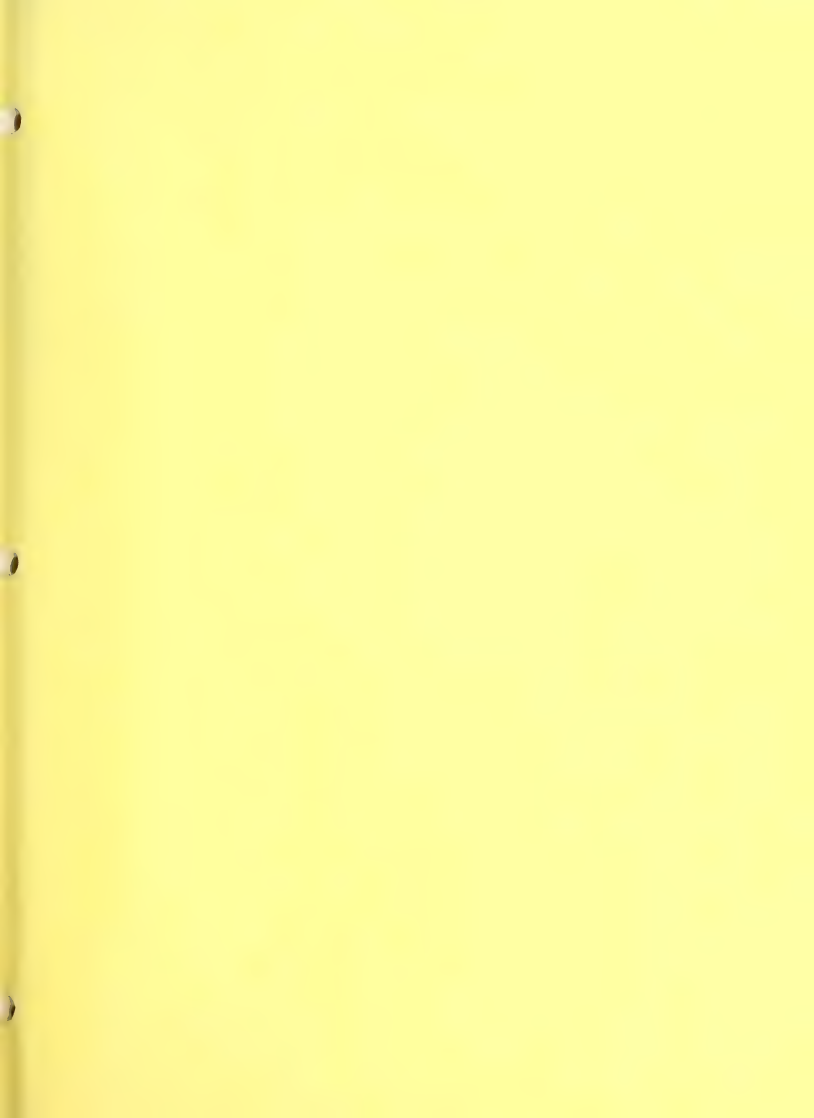
Departmental Resources availability: varies
updates: varies

There are a number of other documents which will assist you in the performance of personnel functions. These are prepared by individual departments and include:

- Policy Statements and Directives
- Organization Charts
- Forms Manuals
- Position Control Systems
- Affirmative Action Plans
- Budget Documents (position report and object explanations
concerned with positions)

Memoranda from the Civil Service Commission available in Room 153, City Hall
issued/updated: as needed

These memoranda are usually headed "To: All Appointing Officers, Departmental Personnel Officers, Payroll and Personnel Clerks." Information contained in these memos varies in importance, from changed dates and/or time and meeting places of the Civil Service Commission to forms and Rule updates to application of Fair Labor Standards Act legislation. Because they may include a deadline, these memoranda should be read promptly and carefully. As this Manual is completed, use of these memoranda will decrease and revisions to the Manual will be issued for covered material.



Subject 2: Mandated Policies

Mandated: Charter 3.661(c)
CSC Rule 1.03Section 1: Equal Employment Opportunity

PURPOSE

To ensure that individuals performing personnel functions in the City and County of San Francisco are aware of and always apply the following policy.

It is the policy of the Civil Service Commission of the City and County of San Francisco that the doors of opportunity be maintained wide open to women and minorities in or seeking employment to the Service, that selection of employees to positions within the Service be made on the basis of merit in a racially and politically neutral way, and that continuing programs be maintained to afford equal opportunities to women and minority persons to achieve meaningful employment at all levels.

Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department toward the end that all persons, regardless of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation or sexual orientation, shall have equal access to positions in the Service, limited only by their ability to do the job.

No person in the Classified Service or seeking admission thereto shall be appointed, reduced, removed or in any way favored or discriminated against in employment or opportunity for employment because of race, color, sex, sexual orientation, political affiliation, age, religion or national origin.

No person in the Classified Service or seeking admission thereto shall be discriminated against by reason of the exercise of their constitutional right of free speech in any language. This section shall not preclude departmental action against employees for inability to perform their jobs.

Subject 2: Mandated Policies

Mandated: Charter 3.661(c)
CSC Rule 1.03Section 2: Affirmative ActionPURPOSE

To acquaint the Manual user with the Civil Service Commission's EEO/Affirmative Action Policy

The City and County of San Francisco is committed to equal employment opportunity and a program of affirmative action.

It is the policy of the City and County of San Francisco to afford equal opportunity in employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation, and sexual orientation.

Furthermore, the City and County of San Francisco is committed to a strong Affirmative Action Program, to remove barriers that have operated in the past to preclude employment opportunities to certain groups who have experienced discriminatory practices, and to increase the utilization of the skills and talents of minorities and women.

The Civil Service Commission, as the employment and personnel department of the City and County of San Francisco, shall, in accordance with its duties and responsibilities, execute an Affirmative Action Program to ensure that employment decisions, including recruitment, testing, selection, work assignment, promotion, and compensation are based upon job-related criteria and without discrimination. In the implementation of the Affirmative Action Plan, the Civil Service Commission will take aggressive steps to improve the utilization of various minority groups and women where they are currently underrepresented in the City and County workforce.

It is also the policy of the Civil Service Commission to comply with the intent of federal, state, and local equal employment opportunity laws and guidelines, as well as with applicable affirmative action requirements of various funding sources, compliance agencies, consent decrees and court orders.

It shall be the responsibility of the managers of all departments, boards and commissions to carry out the intent of the Affirmative Action Program. All employees will be responsible for ensuring that the City and County of San Francisco maintains a discrimination-free work environment. The General Manager, Personnel, will be responsible for monitoring and evaluating affirmative action activities and to periodically report to the Mayor, the Board of Supervisors and the Civil Service Commission.

(See also Mandated Policies Section 5 - Departmental Affirmative Action Plan.)

Subject 2: Mandated Policies

Mandated: Administrative

Code

Section 16.9-25

As amended 7/17/89

Section 3: Prohibition of Sexual Harassment

PURPOSE

To ensure that individuals performing personnel functions in the City and County of San Francisco are aware of and apply the following policy which is mandated by Administrative Code Section 16.9-25. A copy of the ordinance follows for reference.

SUMMARY

This section of the Administrative Code prohibits sexual harassment of employees, establishes a complaint procedure, provides for appropriate disciplinary action for violation of this Code Section, requires distribution of these provisions, provides for remedies for victims of sexual harassment, and requires the imposition of disciplinary action as the official City and County policy on sexual harassment.

NOTES

- Additional information on this section and on training packages about the prevention of sexual harassment is available from the Civil Service Commission's Equal Employment Opportunity Unit.
- Each department is responsible for ensuring that its supervisory personnel receives a copy of this Ordinance.

Subject 2: Mandated Policies

Mandated: Administrative

Code

Section 16.9-25

As amended 7/17/89

Section 3: Prohibition of Sexual HarassmentSAN FRANCISCO ADMINISTRATIVE CODE - SECTION 16.9 - 25

[Sexual Harassment of City Employees]

SECTION 16.9-25.

PROHIBITING SEXUAL HARASSMENT OF CITY EMPLOYEES: ESTABLISHING A COMPLAINT PROCEDURE; PROVIDING FOR REMEDIES FOR PERSONS WHO HAVE BEEN FOUND TO BE VICTIMS OF SEXUAL HARASSMENT INCLUDING THE SETTING ASIDE OF DISCIPLINARY ACTION AGAINST THESE PERSONS: REQUIRING THE IMPOSITION OF DISCIPLINARY ACTION AGAINST PERSONS VIOLATING THIS SECTION: REQUIRING DISTRIBUTION OF THE POLICY; INTERPRETATION.

- (a) Sexual harassment of a City employee or applicant for employment by a City official or employee is prohibited.
- (b) Behavior which constitutes sexual harassment by City officials and employees includes, but is not limited to:
 - (1) verbal harassment, e.g., epithets, derogatory comments or slurs;
 - (2) physical harassment, e.g., assault, impeding or blocking movement, gestures, or any physical interference with normal work or movement;
 - (3) visual forms of harassment, e.g., derogatory posters, letters, posters, letters, poems, graffiti, cartoons or drawings; or
 - (4) requests for sexual favors or unwanted sexual advances; when the foregoing behavior unreasonably interferes with work performance, creates an intimidating, hostile or offensive working environment, influences or affects the career, salary working conditions, job, or other aspects of career development or an employee or prospective employee, or is an explicit or implicit term or condition of employment.
- (c) For the purpose of this section, the following behavior by City Officials and supervisory employees also constitutes sexual harassment:
 - (1) failing to take corrective action when the officials or supervisory employees know, or reasonably should know, that an employee in the line of supervision of the officials or supervisory employees is being subjected to prohibited sexual harassment on the job by anyone; or

Subject 2: Mandated Policies

Mandated: Administrative
Code
Section 16.9-25
As amended 7/17/89

Section 3: Prohibition of Sexual Harassment (continued)

- (2) retaliation against an employee or applicant for employment who complained of sexual harassment, or who testified on behalf of one who made a complaint, or who assisted or participated in any manner on behalf of a complainant in an investigation, proceeding or hearing conducted under this section.
- (d) A supervisory employee receiving a complaint of sexual harassment shall inform the Department head of such complaint within three working days. Upon receipt of such information the Department head shall inform, in writing the Equal Employment Opportunity Unit of Civil Service within five working days. Within five working days after receiving notice of a complaint, the Civil Service Commission shall report that complaint to the Commission on the Status of Women. The Civil Service Commission's reports to the Commission on the Status of Women shall not contain information identifying the parties involved in the events giving rise to the complaint, but shall include all other relevant details. The Civil Service Commission shall report the outcome of each complaint to the Commission on the Status of Women promptly after the complaint is resolved. The Civil Service Commission shall annually report to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women the number of claims filed, the number of claims pending, the departments in which claims have been filed and such other information the Commission determines necessary regarding problems in enforcement under this section.
- (e) The discrimination complaint procedure established by the Civil Service Commission pursuant to Section 3.661(c) of the Charter shall be used to review and resolve allegations of sexual harassment. The determination reached under the Civil Service Commission procedures shall be final and shall forthwith be enforced by every employee and appointing officer.
- (f) During any hearing on a complaint of sexual harassment, evidence of the sexual conduct of the complainant offered to attack the credibility of the complainant shall be permitted only as provided in the Civil Service Commission Hearing Procedures and with the express approval of the Civil Service Hearing Panel.

Subject 2: Mandated Policies

Mandated: Administrative
Code
Section 16.9-25
As amended 7/17/89

Section 3: Prohibition of Sexual Harassment (continued)

- (g) Upon a finding that a City official or employee has engaged in prohibited sexual harassment as defined herein against a City employee or applicant for employment, the City official or employee shall receive disciplinary action up to and including demotion or dismissal in accordance with the applicable provisions in the Charter. A statement of those findings, of the disciplinary action taken, and of any final determination of subsequent acts of sexual harassment shall be made a part of the employee's personnel file and shall be included in the employee's performance evaluation.
- (h) Whenever a final determination is made that an action taken against a City employee, such as but not limited to, a reassignment, transfer, termination, disciplinary action or demotion, constitutes sexual harassment, the responsible appointing officer in the subject department shall set aside that action and provide a make whole remedy to the complainant including but not limited to reinstatement of all benefits, seniority and back pay. After a final determination is made that sexual harassment did occur, the appointing officer in the subject department shall provide written notification of compliance with the requirements of this section to the General Manager, Personnel.
- (i) Prevention is the best tool for the elimination of sexual harassment. All City and County commissions, departments, boards and agencies shall provide to each of their supervisory employees a copy of this ordinance with a written explanation of the Civil Service procedure for filing a complaint for violation thereof. Each appointing officer shall require his or her supervisory personnel to instruct all employees under their supervision of the contents of this ordinance and of the Civil Service procedures for filing a complaint for violation thereof, and shall adopt a specific departmental policy delineating that sexual harassment will not be tolerated and shall provide to or acquire for its supervisory personnel a training program designed to educate and thereby prevent sexual harassment.
- (j) This policy shall be construed in a manner consistent with the right of free speech, association and privacy.
- (k) The offices of the Human Rights Commission and the Commission on the Status of Women shall be available to provide assistance upon request to any employee, applicant for employment, or city department whenever appropriate.
- (l) Nothing in this section is intended to limit the power of a Department Head to discipline a department employee found guilty or responsible for sexual harassment or retaliation.

Subject 2: Mandated Policies

Mandated: Administrative
Code 12ESection 4: City Employees' Sexual Privacy OrdinancePURPOSE

To ensure that individuals performing personnel functions in the City and County of San Francisco are aware of and apply the following policy. A copy of the Administrative Code Chapter 12.E is attached for reference.

SUMMARY

Section 12.E.4 provides that:

No officer, board, agency, commission, or employee of the City and County of San Francisco may inquire into the sexual practices or habits of any City employee or job applicant unless:

- a. the Civil Service Commission first approves the questions, inquiries or screening procedures and specifically finds that there is a direct relationship between the questions, inquiries or screening procedures and the fitness of the City employee or job applicant for the position; or
- b. the practices or habits inquired about are criminal under the laws of California; or
- c. the practices or habits inquired about are relevant to an investigation being conducted by a local, state or federal agency pursuant to a complaint of sexual harassment of a City employee or job applicant; or
- d. the practices or habits inquired about are relevant to an investigation of misconduct being conducted by a department head.

NOTE

Whenever any proposed questions, inquiries, or screening procedures fall under Section (a) above, these matters are to be referred to the Civil Service Commission for its review and approval in accordance with the above-cited provision. If the question involves the selection process, contact the Civil Service Commission's Examination Unit; for other questions, contact the Equal Employment Opportunity Unit.

Subject 2: Mandated Policies

Mandated: Administrative
Code Section
16.9-24
Charter Section
3.661(c)Section 5: Departmental Affirmative Action PlanPURPOSE

To ensure that individuals performing personnel functions develop and maintain a departmental affirmative action plan.

SUMMARY

Administrative Section 16.9-24 requires the development and maintenance of a departmental affirmative action plan which must include:

- a policy statement
- designation of affirmative action responsibilities
- a workforce utilization
- goals and timetables for affirmative action in the department and a plan of action for meeting them and
- a statement concerning the method of communicating the plan

Further, the Civil Service Commission (EEO/AA Unit) and the Human Rights Commission will assist in the preparation of each plan and will be responsible for their annual review and updating of each departmental plan.

NOTE

- The Civil Service Commission's EEO/AA Unit staff is available to assist in the development, maintenance, updating and implementation of plans.
- The EEO/AA Unit notifies a department when review is scheduled.
- Each department's individual or team responsible for the affirmative action plan should review and update the workforce utilization information on a regular basis. The frequency of the update will be determined by the size of the department and workforce changes. An evaluation of progress in meeting goals should be made at the same time.

SEC. 16.9-24. PREPARATION AND IMPLEMENTATION OF OFFICE, BOARD AND DEPARTMENT AFFIRMATIVE ACTION PLANS IN COORDINATION WITH THE CIVIL SERVICE COMMISSION IN COMPLIANCE WITH RELEVANT FEDERAL, STATE AND LOCAL LAW AND GUIDELINES. Each board or commission, each elective officer in charge of an administrative office, the Controller, the Chief Administrative Officer, and each department head appointed by the Chief Administrative Officer shall be responsible for the preparation and implementation of an affirmative action plan in order to provide equal employment opportunities to all persons. Each such plan shall address

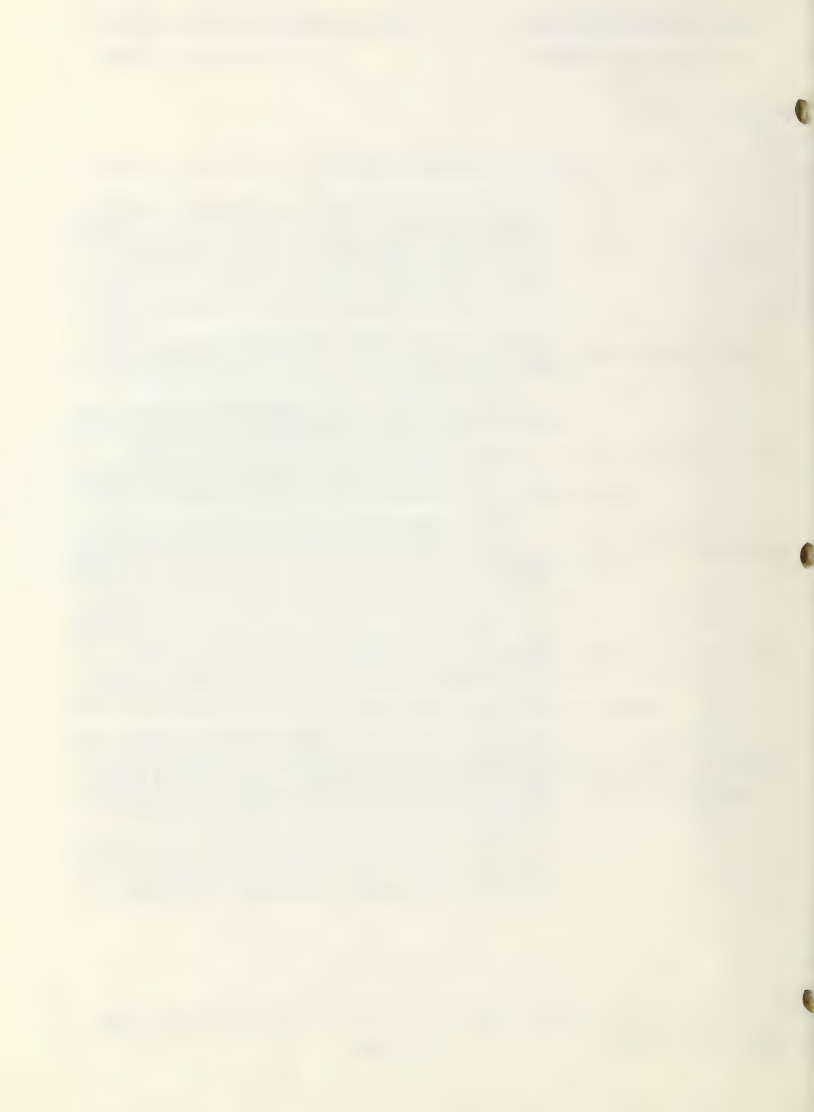
all employment-related subjects the control of which is vested by the Charter in the board, commission, officer, or department. Such subjects shall include, but not be limited to, the following:

- (a) Policy statements;
- (b) Designation of affirmative action responsibilities within the office, board or department, and establishment of a mechanism to evaluate the specific plan adopted;
- (c) Analysis of workforce utilization in each job category by race or national origin, sex, age and salary;
- (d) Specific affirmative action steps to be undertaken within stated timetables to ensure nondiscriminatory personnel relations to each race or national origin group and each sex, as determined by the availability of qualified representatives thereof in the community; and
- (e) The method of dissemination of the affirmative action plan.

All such plans shall be prepared in consultation with the Civil Service Commission and the Human Rights Commission in order to provide technical assistance and recommendations on effective steps to achieve equal employment opportunity. Prior to adoption, the Civil Service Commission and the Human Rights Commission shall also approve each affirmative action plan in cooperation with the City Attorney to ensure that compliance is made with all relevant Federal, State and local equal opportunity laws or regulations. Should the Civil Service Commission or Human Rights Commission find any such plan not in compliance with the above, it shall immediately so report to the Mayor's Office and Board of Supervisors. In the event that the Civil Service Commission and Human Rights Commission disagree, the matter shall be submitted to the Mayor's Office for resolution. All such plans shall, upon adoption, be filed with the Civil Service Commission and the Human Rights Commission for public or other inspection.

In order to facilitate the development of information necessary to the formulation of such plans, the Controller is directed to make appropriate data processing facilities available and to process annual workforce utilization plans as required by this section, the California Fair Employment Practices Commission, the Equal Employment Opportunity Commission, the Human Rights Commission or any other regulatory agency charged with reviews of nondiscrimination provisions of local, State or Federal law.

All such plans shall be periodically reviewed, amended and updated as appropriate on at least an annual basis. An annual report on the performance and progress of such plans shall be prepared and submitted to the Mayor and Board of Supervisors by the Civil Service Commission in cooperation with the Human Rights Commission by the first day of March of each year during the annual budget process. [Added Ord. 455-79; App. 9/12/79]



CHAPTER 12E. PROTECTING CITY EMPLOYEES AND APPLICANTS FROM UNNECESSARY
INQUIRY INTO THEIR SEXUAL PRACTICES AND HABITS.

SEC. 12E.1. Short Title

This ordinance shall be known as the City Employees' Sexual Privacy Ordinance and may be cited as the Sexual Privacy Ordinance.

SEC. 12E.2. Findings

Consistent with the City's policies as set forth in Article 33 of the San Francisco Police Code proscribing discrimination in employment on the basis of sexual orientation, with San Francisco Charter Section 8.310, which requires that all employees be selected solely upon the basis of merit and fitness, and with California Constitution Article I, Section 1, which protects the inalienable right to privacy, the Board of Supervisors finds that the City and County of San Francisco, as an employer, has no reason to inquire into the sexual practices or habits of City employees or job applicants.

SEC. 12E.3. Prohibited Practices

Except as provided in Section 12E.4 of this ordinance, no officer, board, agency, commission or employee of the City and County of San Francisco may inquire into the sexual orientation, practices or habits of any City employee or job applicant.

SEC. 12E.4. Exceptions to Prohibited Practices

No officer, board, agency, commission or employee of the City and County of San Francisco may inquire into the sexual practices or habits of any City employee or job applicant unless (a) the Civil Service Commission first approves the questions, inquiries or screening procedures and specifically finds that there is a direct relationship between the questions, inquiries or screening procedures and the fitness of the City employee or job applicant for the position; or (b) the practices or habits inquired about are criminal under the laws of California; or (c) the practices or habits inquired about are relevant to an investigation being conducted by a local, state or federal agency pursuant to a complaint of sexual harassment of a City employee or job applicant; or (d) the practices or habits inquired about are relevant to an investigation of misconduct being conducted by a department head.

Subject 2: Mandated Policies

Mandated: Civil Service
Commission
September 1980Section 6: Prohibiting the Use of SlursPURPOSE

To insure that individuals performing personnel functions in the City and County of San Francisco are aware of and implement this policy which was promulgated by the Human Rights Commission and recommended for adoption by all City departments by the Civil Service Commission in September 1980.

It is the policy of the City and County of San Francisco and each of its officials, employees and agents acting in their official capacity, to treat all persons equally and respectfully and to refrain from the willful or negligent use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation or disability. A slur, as used in this policy, is a word or combination of words that by its very utterance inflicts injury, offers little opportunity for response, appeals not to rational faculties, or is an unessential or gratuitous part of any exposition of fact or opinion. All persons are entitled by law to the right of equal treatment and respect. Slurs deprive members of the protected groups of this right by holding them up to public contempt, ridicule, shame and disgrace and causing them to be shunned, avoided or injured in their occupation. By promoting ill will and rancor, slurs diminish peace and order.

The use of such slurs by City officials or employees will be considered by Commissions, Departments, Agencies, Boards, or Appointing Authorities as prima facie evidence of the lack of competence of said City officials and employees. Evidence of usage of such slurs shall be entered in job performance evaluations and shall be considered in evaluating the fitness of City employees.

NOTE

Many City departments have adopted this policy for their own use. In these cases, a copy of the policy is given to each employee and all employees are accountable for its implementation.

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860

Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact

PURPOSE:

To ensure that individuals responsible for personnel functions in the City and County of San Francisco are aware of and apply the following policy which is mandated by the Municipal Code. A copy of Code Sections 3850-3860 follows.

SUMMARY

This part of the code states a policy of non-discrimination against persons with a disease or affliction that cannot be transmitted by casual contact. It is unlawful for an employer to: refuse to hire, discharge, discriminate with respect terms or conditions of employment, limit employment opportunities, or adversely affect the individual's status as an employee. In addition, an employer cannot discriminate in connection with training programs or recruitment. (Sections 3850 and 3852)

Persons who associate with individuals who have a disease or affliction which cannot be transmitted by casual contact may not be discriminated against, nor may employees take retaliatory action against persons who have supported or opposed this part of the code. Testing or medical procedures designed to show the existence of a disease or affliction that cannot be transmitted by casual contact is prohibited unless there is a bona fide occupational qualification requiring such testing. (Section 3853 and 3854)

Any person who violates the provisions is liable. Enforcement may be requested of the Human Rights Commission or by civil action.
(Section 3855)

TEXT

SEC. 3850. POLICY

It is the policy of the City and County of San Francisco to eliminate discrimination based on the fact that a person has a disease or affliction that cannot be transmitted by casual contact, or any symptoms related thereto. In adopting this ordinance, the Board of Supervisors does not intend to proscribe any activity the proscription of which would constitute an infringement of any right guaranteed by the United States and California Constitutions.

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact (continued)**SEC. 3851. FINDINGS**

After public hearings and consideration of testimony and documentary evidence, the Board of Supervisors finds and declares that discrimination in employment against persons with diseases and afflictions that cannot be transmitted by casual contact exists in the City and County of San Francisco. This discrimination cuts across all racial, ethnic, and economic lines. Such discrimination poses a substantial threat to the health, safety, and welfare of the community. Existing state and federal restraints on such arbitrary discrimination are inadequate to meet the particular problems of this city and county.

SEC. 3852. EMPLOYMENT

- (a) Prohibited Activity. It shall be unlawful for any person to do any of the following acts as a result of the fact, in whole or in part, that a person has any disease or affliction that cannot be transmitted by casual contact:
- (1) By an employer: To fail or refuse to hire, or to discharge any individual; to discriminate against any individual with respect to compensation, terms, conditions or privileges of employment, including promotion; or to limit, segregate or classify employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his/her status as an employee;
 - (2) By an employment agency: To fail or refuse to refer for employment any individual; or otherwise to discriminate against any individual;
 - (3) By a labor organization: To exclude or expel from its membership or to otherwise discriminate against any individual; or to limit, segregate or classify its membership; or to classify or fail or refuse to refer for employment any individual in any way which would deprive or tend to deprive such individual of employment opportunities, or would limit such employment opportunities, or otherwise adversely affect his/her status as an employee or as an applicant for employment;
 - (4) By an employer, employment agency or labor organization:
 - (i) to discriminate against any individual in admission to, or employment in, any program established to provide apprenticeship or other training or retraining, including any on-the-job training program;

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact (continued)

-
- (ii) to print, publish, advertise or disseminate in any way, or cause to be printed, published, advertised or disseminated in any way, any notice or advertisement with respect to employment, membership in, or any classification or referral for employment or training by any such organization, which indicates an unlawful discriminatory act or preference.
 - (b) Bona Fide Occupational Qualification Not Prohibited; Burden of Proof.
 - (1) Nothing contained in this section shall be deemed to prohibit selection or rejection based upon a bona fide occupational qualification.
 - (2) In any action brought under Section 3856 of this Article (Enforcement), if a party asserts that an otherwise unlawful discriminatory practice is justified as a bona fide occupational qualification, that party shall have the burden of proving:
 - (i) that the discrimination is in fact a necessary result of a bona fide occupational qualification; and,
 - (ii) that there exists no less discriminatory means of satisfying the occupational qualification.
 - (3) The capacity of an individual to perform his or her duties without endangering his or her health or safety, or the health or safety of others is a bona fide occupational qualification.
 - (c) Exceptions. Nothing in this section shall be construed to prohibit any act specifically authorized by the laws of the State of California or any actions taken by or under the direction of the San Francisco Department of Public Health in order to protect the Public Health.
 - (d) Definition. For the purposes of this ordinance, "person" shall mean any individual, person, firm, corporation or other organization or group of persons however organized.

SEC. 3853. ASSOCIATION AND RETALIATION

- (a) It shall be unlawful for any person to do any of the acts described in Section 3852 as a result of the fact that a person associates with any one who has a disease or affliction that cannot be transmitted by casual contact or any associated condition covered by this ordinance.

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact (continued)

SEC. 3853. ASSOCIATION AND RETALIATION (cont.)

- (b) It shall be unlawful for any person to do any of the acts described in Section 3852 or to retaliate against a person because a person:
- (i) has opposed any act or practice made unlawful by this ordinance;
 - (ii) has supported this ordinance and its enforcement;
 - (iii) has filed a complaint under this ordinance with the San Francisco Human Rights Commission or any court;
 - (iv) has testified, assisted or participated in any way in any investigation, proceeding or litigation under this ordinance.

SEC. 3854. TESTING

- (a) No person shall require another to take any test or undergo any medical procedure designed to show or help show that a person has a disease or affliction that cannot be transmitted by casual contact or any associated condition covered by this ordinance.
- (b) Subsection (a) does not apply to an employer who can show that the absence of a disease or affliction that cannot be transmitted by casual contact is a bona fide occupational qualification.
- (c) Nothing in this section shall be construed to prohibit any act specifically authorized by the laws of the State of California or any actions taken by or under the direction of the San Francisco Department of Public Health in order to protect the public health.

SEC. 3855. LIABILITY

Any person who violates any of the provisions of this ordinance or who aids in the violation of any of the provisions of this ordinance is liable for each and every such offense for the actual damages, and such amount as may be determined by a jury, or a court sitting without a jury, up to a maximum of three times the amount of actual damages but in no case less than one thousand dollars (\$1000), and such costs and attorneys' fees as may be determined by the court. In addition, punitive damages may be awarded in a proper case.

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact (continued)**SEC. 3856. ENFORCEMENT**

- (a) Human Rights Commission. Any person who believes that he or she has been discriminated against in violation of the provisions of this ordinance may file with the Human Rights Commission a request to have the Commission investigate and mediate his or her complaint under the provisions of the Administrative Code of the City and County of San Francisco.
- (b) Civil Action. Any aggrieved person may enforce the provisions of this ordinance in a civil action.
- (c) Equitable Relief.
 - (1) Any person who commits, or proposes to commit, an act in violation of this ordinance may be enjoined therefrom by any court of competent jurisdiction.
 - (2) An action for equitable relief under this subsection may be brought by any aggrieved person, by the District Attorney, by the City Attorney, or by any other person.
- (d) Bar. A complaint to the Human Rights Commission is not a prerequisite to the filing of a civil action under this section. The pendency of a complaint before the Human Rights Commission shall not bar any civil action under this section, but a final judgment in any civil action shall bar any further proceedings by the Human Rights Commission.

SEC. 3857. LIMITATION ON ACTIONS

Judicial actions or requests to the Human Rights Commission under this ordinance must be filed within two years of the alleged discriminatory act.

SEC. 3858. SEVERABILITY

If any part or provision of this ordinance, or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable.

SEC. 3859. NON-WAIVERABILITY

Any written or oral agreement which purports to waive any provision of this ordinance is against public policy and void.

Subject 2: Mandated Policies

Mandated: Municipal Code, Police
Code, Article 38,
Sections 3850-3860

Section 7: Prohibiting Discrimination in Employment against any Person with a
Disease or Affliction Not Transmitted by Casual Contact (continued)

SEC. 3860. APPLICATION TO THE CITY AND COUNTY OF SAN FRANCISCO

All the provisions of this ordinance shall apply to the City and County of San Francisco.

Board of Supervisors
Ordinance 195-86
Approved June 6, 1986

Subject 2: Mandated Policies

Mandated: Drug Free
Workplace Act
of 1989Section 8: Drug-Free WorkplacePURPOSE

In order to comply with the Federal Drug-Free Workplace Act which became law on March 18, 1989, the Mayor, in a memorandum to all employees dated August 9, 1989 reaffirmed the commitment of the City and County of San Francisco to maintaining a drug-free workplace and reminded employees that the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is prohibited in the workplace.

TEXT

In conformance with the Drug-Free Workplace Act of 1989, the City and County of San Francisco reaffirms its commitment to maintaining a drug-free workplace.

Employees are reminded that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any employee violating this prohibition shall be subject to discipline up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation program.

In addition, after March 18, 1989, each employee engaged in activities funded by Federal grant must notify the department head of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

The City is establishing a Drug-Free Awareness Program to keep city employees informed about a) the dangers of drug abuse in the workplace; b) the City's policy of maintaining a drug free workplace; c) available drug counseling, rehabilitation and employee assistance programs; and d) the penalties that may be imposed on employees for drug abuse violations.

It is in the best interest of the City, its employees and the public they serve to keep drugs out of the workplace. If you have any questions regarding this issue, please contact your department's personnel officer or department head.

PROCEDURE

At the time of hire, the employing department will provide every new employee with a copy of the Drug Free Workplace Notice (CSC-642 1/90). A supply of the Drug Free Workplace Notice is available for pick up in Room 52-H (Basement) City Hall, between the hours of 8 a.m. and Noon and 1 p.m. to 5 p.m., Monday through Friday.

Subject 2: Mandated Policies

Mandated: Drug Free
Workplace Act
Act of 1989Section 8: Drug-Free Workplace (continued)

PROCEDURE (cont.)

Quarterly, (March 31, June 30, September 30 and December 31) statistics regarding employee convictions for drug related activities in the workplace will be forwarded by each department to the Office of Occupational Health and Safety, Department of Public Health, 101 Grove Street, Room 207. These statistics will be recorded on the prescribed form supplied by the aforementioned office. Statistics will be maintained in this office. Reports to grantor agencies must be made by the Appointing Officer/designee as required.

Subject 2: Mandated Policies

Mandated: Civil Service
Commission,
May 2, 1988

Section 9: Prohibiting Discrimination in Employment on the basis of Acquired Immune Deficiency (AIDS), Acquired Immune Deficiency Syndrome Related Complex (ARC), Human Immuno Deficiency Virus Infection (HIV Infection) or any medical signs or symptoms related thereto.

PURPOSE

To ensure that individuals performing personnel functions in the City and County of San Francisco are aware of the policy adopted by the Civil Service Commission on May 2, 1988 prohibiting discrimination in employment on the basis of AIDS, ARC, HIV Infection, or any medical signs or symptoms related thereto.

TEXT OF POLICY

It is the policy of the City and County of San Francisco Civil Service Commission to prohibit discrimination in the compensation, terms, conditions and privileges of employment on the basis that any employee or applicant for employment with the City and County:

has, is perceived as having or has a history of having the conditions known as Acquired Deficiency Syndrome (AIDS), Acquired Immune Deficiency Syndrome Related Complex (ARC), Human Immunodeficiency Virus Infection (HIV infection) or any medical signs or symptoms related thereto.

The Civil Service Commission finds that AIDS, ARC and HIV infection are national and local health concerns not confined to any single community, the effects of which cut across all communities, impacting all arenas of life, including that of the employment setting. To provide assistance to City departments in managing this concern in the employment setting, the Commission establishes the following policy guidelines:

1. The current and best medical evidence is that AIDS, ARC and HIV infection do not pose a threat of contagion or transmission from worker to co-workers through everyday contact common in the work environment;
2. AIDS, ARC and HIV infection are life threatening illnesses, which may be regarded as handicaps under prevailing local, state and federal law. Infection with HIV is protected under state and local law. Each individual responds differently to the illness in terms of ability to work. On this basis, as with all other handicaps, departments are required to make reasonable accommodations to facilitate the ability of employees with AIDS, ARC or HIV infection to continue working as long as they desire and are able to perform the essential functions of the job with accommodation;

Subject 2: Mandated Policies

Mandated: Civil Service
Commission,
May 2, 1988

Section 9: Prohibiting Discrimination in Employment on the basis of Acquired Immune Deficiency (AIDS), Acquired Immune Deficiency Syndrome Related Complex (ARC), Human Immuno Deficiency Virus Infection (HIV Infection) or any medical signs or symptoms related thereto.

3. Like all other medical information and records, the conditions of AIDS, ARC or HIV infection in an employee or applicant are subject to privacy protection and all employees have a right to the confidentiality of medical information. Departmental personnel having access to an individual's medical records or those having knowledge of a medical condition have a duty to preserve the privacy and confidentiality of the information. To that end, it is imperative that such information not be shared without the express and prior written permission of the individual having the condition;
4. In that employees with AIDS, ARC or HIV infection do not pose a threat of contagion to co-workers through everyday work place contact, the refusal by co-worker(s) to work with an individual having or perceived to have AIDS, ARC or HIV infection can be considered insubordination, subject to due process disciplinary action in consideration of the specific facts and circumstances of the refusal. Similarly, members of the public with AIDS, ARC or HIV infection pose no threat of contagion to City employees providing common public services and the refusal of any City employee to provide public service on this basis can be grounds for disciplinary action;
5. Departments must treat AIDS, ARC and HIV infection as they would any other life threatening illness and must therefore apply and comply with all Civil Service Commission rules which govern employee health, including but not limited to leaves of absence, disability transfers and medical examinations. Under no circumstances shall an employee or applicant be required as a condition of pre-employment or employment to undergo any tests to detect the presence of the HIV antibody, antigen or virus;
6. Employees who are affected by any life threatening illness should be treated with compassion and understanding. Department personnel should provide support and encouragement and foster, by example, an attitude of sensitivity to the needs of chronically ill colleagues, recognizing that continued employment and interaction in the work environment can be physically, mentally and emotionally beneficial. Similarly, such compassion should be shown to employees who have a family member or significant other who has AIDS, ARC or HIV infection;

Subject 2: Mandated Policies

Mandated: Civil Service
Commission,
May 2, 1988

Section 9: Prohibiting Discrimination in Employment on the basis of Acquired Immune Deficiency (AIDS), Acquired Immune Deficiency Syndrome Related Complex (ARC), Human Immuno Deficiency Virus Infection (HIV Infection) or any medical signs or symptoms related thereto.

7. Given the fears that AIDS, ARC and HIV infection often inspire, the most effective way to avoid disruption and discrimination in the work place is to prepare and educate all employees. In fostering a rational, compassionate and non-discriminatory understanding of AIDS, ARC and HIV infection in the work place, departments should implement educational programs. These programs should be based on the best available medical knowledge, resources for employee support and City and County policies and rules which apply to the issues of AIDS, ARC AND HIV infection in the work place.

The Civil Service Commission promulgates this policy in order to provide advice and guidance to City departments in managing issues related to AIDS, ARC and HIV infection in the work place, thereby preventing discrimination in employment on this basis. While departments may develop their own policies in response to the specific needs of their employment setting, the Civil Service Commission advises that this and any specific department policies must comply with prevailing local, state and federal law which recognizes AIDS, ARC and HIV infection as protected handicaps.

Under the provisions of Civil Service Commission Rule 1.03F, applicants or employees of the City and County of San Francisco may file complaints alleging discrimination on the bases of AIDS, ARC and HIV infection. Information on how to file such complaints is available from the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division, 151 City Hall, 554-4736.

The Civil Service Commission designates the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division as the Commission's resource to which departments should direct any questions or requests for assistance on matters addressed in this policy.

ADOPTED: Civil Service Commission
May 2, 1988

Subject 2: Mandated Policies

Mandated: Civil Service Commission
November 6, 1989Section 10: Language DiversityPURPOSE

To clarify the legal and personnel management issues related to the establishment of English only rules and to foster acceptance among city employees of the cultural and language diversity of co-workers and the public.

POLICY ON LANGUAGE DIVERSITYPURPOSE STATEMENT

The San Francisco Civil Service Commission finds that the cultural and racial composition of the City's citizens and of its workforce has changed. Therefore, it is desirable to promulgate a policy which fosters acceptance and prevents intergroup tensions as related to the use of languages other than English in the provision of public services and the employment of individuals whose primary language is not English.

The San Francisco Civil Service Commission reaffirms its equal employment opportunity policy that ensures the employment of an ethnically and culturally diverse workforce wherein individuals shall enjoy equal application of the terms and conditions of employment, including the right to speak their primary language.

The Commission recognizes that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public by providing efficient and accessible public services to its non-English speaking communities.

All employees of the City and County of San Francisco are advised that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, is a legally protected right.

LEGAL REQUIREMENTS

The policy of the Civil Service Commission is in compliance with federal guidelines of the U.S. Equal Employment Opportunity Commission which state that prohibiting employees from speaking their native language in the workplace may result in unlawful national origin discrimination under Title VII of the Civil Rights Act.

Subject 2: Mandated Policies

Mandated: Civil Service Commission
November 6, 1989Section 10: Language Diversity (continued)

A rule which requires employees to speak only English at all times may violate Title VII as a burdensome term and condition of employment since the primary language of an employee is often an essential national origin characteristic. A department may only have a rule requiring that employees speak only English at certain times where an employer:

1. can show that the rule is justified by business necessity;
2. notifies their employees of the speak-only-English rule and of the general circumstances when speaking only English is required;
3. and notifies employees of the consequences of violating the rule.

There are few circumstances under which a policy will meet the "business necessity" test. Justifications such as "Supervisors can't understand what employees are saying," "English speaking employees suspect that non-English speaking employees are talking about them," or "The policy will enhance public image," are not sufficient to meet the business necessity requirement.

DUAL RESPONSIBILITY

Supervisors and line employees have a shared responsibility for maintaining a work environment that is comfortable and productive for everyone. Where co-workers or clients express concerns about employees speaking in a language other than English, supervisors should work toward informally resolving these interpersonal difficulties in a constructive and sensitive manner.

In order to assure effective communication during emergencies and constructive discussion of assignments, work performance and work rules; supervisors and employees should expect that any direct communications be conducted in a commonly understood language.

POLICY IMPLEMENTATION

The Civil Service Commission designates its Equal Employment Opportunity and Affirmative Action Division (CSC EEO/AA) as its agent in administering the guidelines and provisions of this policy. The CSC EEO/AA Division is further designated as the resource from which departments, employees and/or applicants for employment may obtain assistance on matters addressed in the policy.

In assuring uniform application of this policy; departments, agencies, boards and commissions of the City and County of San Francisco shall be required to:

Subject 2: Mandated Policies

Mandated: Civil Service Commission
November 6, 1989Section 10: Language Diversity (continued)

1. Adopt this or a similiar policy and forward confirmation and copies of such to the CSC EEO/AA Division within sixty (60) calendar days of the date of the issuance of this policy;
2. Consult with and obtain the express approval of the CSC EEO/AA Division prior to the implementation of any specific department language policy to assure that it conforms with the requirements of federal, state and local guidelines.

Employees and applicants for employment with the City and County of San Francisco who believe that any departmental language policy discriminates in the terms and/or conditions of their employment may file a complaint with the CSC EEO/AA Division under the provisions of CSC Rule 1.03F. Employees may also file such charges with the California State Department of Fair Employment and Housing or the United States Equal Employment Opportunity Commission. Instructions on how to file such a complaint are available from the CSC EEO/AA Division in Room 151, City Hall or by calling 554-4736.

DISTRIBUTION OF POLICY

Appointing Officers and/or department heads are responsible for assuring that all employees are aware of this policy. In addition to distributing this policy to all employees, Departments are required to post it at all times in a conspicuous manner on Departmental or employee bulletin boards. Further, this policy is to be included in the Department's new employee orientation.

ADOPTED: Civil Service Commission
November 6, 1989

Subject 2: Mandated Policies

Mandated: Administrative Code
Section 16.400Section 11: Improper Government ActivitiesPURPOSE

To make employees aware of the existence of the Improper Government Activities Ordinance, also known as the "Whistleblower Act", which established an agency of the Mayor's Office to investigate allegations and disclosures of improper government activities involving any City department, commission, board, agency or employee. The act also prohibits retaliation against employees who report improper government activities to the Mayor's Office.

TEXT

ARTICLE XI-C

SEC. 16.400. IMPROPER GOVERNMENT ACTIVITIES

- (a) The Mayor is authorized to establish a unit to investigate allegations and disclosures of improper government activity ("IGA unit"). The IGA unit shall promptly, fairly and impartially investigate all allegations and disclosures of alleged improper government activities, except those which on their face clearly indicate that the activity was proper.
- (b) In carrying out its objectives, the IGA unit shall receive prompt and full cooperation and assistance from all departments, commissions, boards, officers and employees of the City and County of San Francisco.

SEC. 16.401. DEFINITIONS

- (a) "Improper government activity" means any activity by a City department, commission, board, officer or employee undertaken in the performance of an officer's or employee's official duties, whether or not such action is within the scope of his or her employment, and which (1) in violation of any City, State, or Federal ordinance, law or regulation, including but not limited to, corruption, malfeasance, bribery, theft of City property, fraud, discrimination, sexual or racial harassment, unlawful retaliation, coercion, or misuse of government property, or (2) involves gross misconduct or gross economic waste.
- (b) "City" means the City and County of San Francisco, its departments, commissions, boards and agencies.

Subject 2: Mandated Policies

Mandated: Administrative Code
Section 16.400Section 11: Improper Government Activities (continued)**SEC. 16.402. PROHIBITING USE OR ATTEMPTED USE OF OFFICIAL AUTHORITY OR INFLUENCE TO INTERFERE WITH DISCLOSURE OF INFORMATION; CIVIL DAMAGES; DISCIPLINARY ACTION**

- (a) An officer or employee may not directly or indirectly use or attempt to use the official authority or influence of the officer or employee for the purpose of intimidating, threatening, coercing, commanding, or attempting to intimidate, threaten, coerce, or command any person for the purpose of interfering with the right of that person to disclose to the IGA unit matters within the scope of this Section.
- (b) For the purpose of Subdivision (a), "use of official authority or influence" includes promising to confer or not to confer, or conferring or not conferring, any benefit; effecting, or threatening to effect, any reprisal; or taking, or directing others to take, or recommending, or approving any personnel action, including, but not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action solely for the purpose of violating Subdivision (a).
- (c) Any person who intentionally engages in an act or acts of reprisal, retaliation, intimidation, threats, coercion or similar acts against a City employee or applicant for City employment for having disclosed improper government activities, may be liable personally in a judicial action brought by the offended party for civil damages not to exceed \$5,000.
- (d) Any City official or employee who intentionally engages in an act or acts of reprisal, retaliation, intimidation, threats, coercion or similar acts against a City employee or applicant for City employment for having disclosed improper government activities shall be subject to disciplinary action up to or including dismissal in accordance with applicable provisions of the Charter. If no action is taken by the appointing officer, the IGA unit may refer the matter to the Civil Service Commission for action pursuant to its powers under Charter Section 8.341.
- (e) Nothing in this Section is intended to interfere with the Charter-designated powers of appointing officers and the Civil Service Commission. In addition, nothing in this Section shall be deemed to authorize interference by the Mayor in administrative affairs under the control of the Chief Administrative Officer or other elected officers, boards or commissions in violation of Charter Section 3.101.
- (f) This Section shall not be construed to limit in any way the power of an appointing officer, manager, or supervisor to take adverse action with respect to any City employee, provided that the appointing officer, manager or supervisor reasonably believes that such action is justified on facts separate and apart from the disclosure of improper government activities.

Subject 2: Mandated Policies

Mandated: Administrative Code
Section 16.400Section 11: Improper Government Activities (continued)**SEC. 16.403. IDENTITY OF PERSONS PROVIDING INFORMATION CONFIDENTIAL;
CONFIDENTIALITY OF INVESTIGATIONS AND REPORTS**

- (a) Except when investigating claims of employment discrimination, harassment and retaliation, and to the extent necessary to conduct an adequate investigation, the identity of persons reporting allegedly improper government activities shall not be disclosed without written permission. Nothing in this Section shall preclude the IGA unit from referring any matter to any other City department, commission or board for investigation, or from referring any matter to law enforcement agencies for possible criminal investigation.
- (b) Except as provided in Subdivision (c), every investigation initiated pursuant to Section 16.400, and all information collected pursuant to such investigations, shall be confidential.
- (c) The IGA unit shall provide a semi-annual report to the Board of Supervisors which shall include, but shall not be limited to:
 - (1) The number of allegations and disclosures received;
 - (2) The type of improper government activity involved;
 - (3) The number of referrals to departmental level;
 - (4) The number of investigations performed;
 - (5) Findings or recommendations on policies or practices resulting from an investigation that it deems necessary to serve the interests of the City;
 - (6) For allegations and disclosures filed with the IGA unit: The number of disciplinary actions instituted; the number of matters referred to the Civil Service Commission; the number of judicial actions filed; and the number of cases in which civil damages were awarded.

SEC. 16.404. LIMITATION OF LIABILITY

In undertaking the adoption and enforcement of this ordinance, the City and County is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury, except as specifically set forth herein.

Board of Supervisors
Ordinance 194-89
Approved April 26, 1989



Subject 3: Miscellaneous Policies and Procedures

Section 1: Introduction

PURPOSE

To describe the types of policies and procedures that will be included in this Subject.

SOURCES

The policies in this section have been developed or summarized from several sources; among them:

- The Charter, Ordinances, and Civil Service Commission Rules
- Directives from the Mayor, Board of Supervisors and Chief Administrative Officer
- Opinions and other advice from the City Attorney

USES OF THE SUBJECT

- For those departments that have policy manuals, these policies will supplement that manual. For those departments that do not have such a manual, these policies will provide such a resource.
- Some sections will cover topics which can not logically be located in other subjects; nevertheless they deal with matters that arise in day-to-day personnel operations.

Subject 3: Miscellaneous Policies and Procedures

Section 2: Additional Employment

PURPOSE

To summarize Civil Service Commission Rule 29 Part-Time Employment or Activity in Addition to Full-Time Civil Service Employment, to provide instructions for the completion of the REQUEST FOR APPROVAL OF ADDITIONAL EMPLOYMENT form and to provide policy guidelines in the area of additional part-time employment.

Rule 29 - Additional Part-Time Employment (Summary)

- No officer or employee of the City shall engage in an activity which is in conflict with official or assigned duties.
- The Civil Service Commission must approve all additional compensated employment or activity engaged in by civil service appointees.
- Appointees wishing to accept additional part-time employment must request such approval by completing a REQUEST FOR APPROVAL OF ADDITIONAL PART-TIME EMPLOYMENT form.
- Violation of Rule 29 is insubordination and is subject to disciplinary procedures as provided by Sections 8.341 and 8.342 of the Charter.
- Decisions by the General Manager, Personnel or designee may be appealed to the Civil Service Commission.
- Uniformed members of the Police and Fire Departments are not covered by this Rule, but are subject to the rules of their respective commissions.

Note

A department may approve an employee's request for a paid vacation day to work for the Registrar of Voters as a paid election worker. This request does not require the completion of a REQUEST FOR APPROVAL OF ADDITIONAL PART-TIME EMPLOYMENT form nor does it require Civil Service Commission approval.

Process of Requesting Approval for Additional Part-Time Employment

The employee who plans to engage in additional part-time employment must:

1. Obtain a copy of the REQUEST FOR APPROVAL OF ADDITIONAL EMPLOYMENT form (CSC 5-21) from Room 52-H, City Hall from 8 a.m. to Noon and 1 p.m. to 5 p.m., Monday through Friday.
2. Complete Section 1: Employee Information.

Subject 3: Miscellaneous Policies and Procedures

Section 2: Additional Employment (continued)

3. Complete Section 2: Proposed Additional Employment. Each request may be approved for a maximum of six months. If the employment extends beyond six months, a second request must be submitted. Additional employment is limited to twenty hours in any week. Note that an employee who works an eight hour day will only be permitted to work an additional three hours on that work day.
4. Obtain the approval of the appointing officer or designee.
5. Obtain a statement from the prospective employer.
6. Prepare a brief statement of the economic need or other special reason for undertaking additional employment. Attach the statement to the form.
7. Submit the REQUEST FOR APPROVAL OF ADDITIONAL EMPLOYMENT with the attachment to the Civil Service Commission.
8. The request will be reviewed by the Commission staff and the employee will be notified in writing of the approval or disapproval of the request.
9. If the request is not approved, the decision may be appealed to the Civil Service Commission for a final determination.

Policy Guidelines

- Both the Charter and Civil Service Commission Rule 29 stress that there shall be no conflict of interest between work done for the City and work done as additional employment. Both put the responsibility for avoiding a conflict of interest on the individual employee or officer.
- In practice, responsibility is also placed on the appointing officer whose approval of a request for additional employment is required prior to Civil Service Commission staff review of the request. The appointing officer or designee should carefully evaluate each request for additional employment in terms of possible conflict of interest. Any questions should be thoroughly discussed with the employee making the request.
- Civil Service Commission Rule 29 does not provide a process for appealing an adverse decision by an appointing officer. The decision may be grieved using the grievance procedure described in Civil Service Commission Rule 18.

Subject 3: Miscellaneous Policies and Procedures

Section 3: Tuition Reimbursement

PURPOSE

To outline the current status of the tuition reimbursement program and describe the process for obtaining reimbursement.

GENERAL INFORMATION

- The authorities for employee training reimbursement (tuition reimbursement) are Administrative Code Sections 16.9-3 to 16.9-8 and Civil Service Commission Rule 28. The Rule states that any permanent employee may apply for tuition reimbursement after one year of service. However, if the employee who receives tuition reimbursement leaves City and County Service with two (2) years after receiving tuition reimbursement, the reimbursement must be returned by the employee.
- While any employee meeting the criteria in Rule 28 may apply for tuition reimbursement, approval by the Civil Service Commission is always dependent on the availability of funds.
- Currently, the Board of Supervisors appropriates tuition reimbursement funds as required by Memoranda of Understanding (MOU) with various employee organizations. Under the terms of some MOUs, funds are appropriated to meet tuition reimbursement requests of individuals covered by the particular MOU. Thus, only employees who are represented by an employee organization whose MOU contains tuition reimbursement provisions can anticipate approval of tuition reimbursement requests.

PROCESS

An employee filing a request for tuition reimbursement must:

1. Obtain a TUITION REIMBURSEMENT REQUEST form (CSC 1-30) from Room 52-H City Hall from 8 a.m. to Noon and 1 p.m. to 5 p.m., Monday through Friday.
2. Complete the TUITION REIMBURSEMENT REQUEST, including the back of the form which asks for a description of the course. At the top right hand corner of the form, the employee must indicate the name of the employee organization to which dues or fees are paid.
3. Obtain the approval of the appointing officer or designee.
4. Forward the signed form with the course description to the Civil Service Commission, Room 153 City Hall.
5. The employee will be notified of approval or denial of the request.

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee

PURPOSE

To outline and establish the criteria and the procedures for requesting a medical examination of a current employee.

RESOURCES

Civil Service Commission Rule 15, Section 15.02.

Civil Service Commission Rule 22, Section 22.02(C) and Section 22.02(D).

Civil Service Commission Administrative and Personnel Services Division, Room 153 City Hall.

GENERAL PROVISIONS

1. California State law mandates that medical records of employees are CONFIDENTIAL. All correspondence, notes, conversations, physician's reports and any additional information pertaining to an employee's specific medical condition must be handled and/or filed in a manner that will guarantee the employee's confidentiality. Medical information shall not be placed in the employee's official personnel folder (OEPF), but filed in a separate confidential "administrative" file. However, the Medical Certification Notice from the Center for Municipal Occupational Safety and Health (CMOSH) may be included in the employee's personnel file, as it does not indicate specific medical conditions.
2. Civil Service Commission Rule 15, Section 15.02 and Rule 22, Section 22.02, permits an appointing officer to require a medical examination for an employee: 1) who is believed to be unable to perform assigned duties if the employee's continued presence on the job or return from leave may represent a risk to the employee, to co-workers or to the public; or 2) who has requested sick leave without pay extension beyond a period of one (1) continuous year.
3. When an employee is believed to be unable to perform assigned duties, but does not represent a risk to the public, to that employee or to others, Rule 15, Section 15.02 or Rule 22, Section 22.02, does not apply. Please note that excessive tardiness or absenteeism, for example, does not constitute a risk. The department must deal with these types of problems using administrative remedies that may include counseling or discipline.
4. Employees who are covered by Workers' Compensation must be referred back to the Workers' Compensation Division of the Employee Retirement System. Employees who present medical information that conflicts with recommendations made by a Workers' Compensation Division physician must be referred back to the Workers' Compensation Division for an independent medical evaluation. The independent medical examiner selected by the Workers' Compensation Division will review the previous medicals and examine the employee. The findings of the independent medical examiner shall be final.

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee (continued)

Because the Civil Service physician will not evaluate an employee who is still covered by a Workers' Compensation claim, the department must first contact the Workers' Compensation Division to verify that the employee does not have an open or active claim prior to referring the employee for a medical evaluation under Rule 15 or Rule 22.

IN AN EMERGENCY

In the event there is evidence or a reasonable belief that an employee may present a serious and immediate danger to himself/herself or others, or may be in need of immediate emergency psychiatric care, the Psychiatric Liaison Unit of the San Francisco Police Department may be reached at 206-8099, Monday through Friday, 9:00 a.m. to 5:00 p.m. There is an answering machine to take messages when officers are out on calls. After 5:00 p.m. or in an emergency, call Police Operations at 553-1071 to request on-call psychiatric staff.

In an emergency where the danger is IMMEDIATE AND LIFE-THREATENING to the employee or others, secure the safety of staff and members of the public. Call "911" to request police assistance, then notify the Psychiatric Liaison Unit.

In non-emergency situations, the Employee Assistance Division of the Department of Public Health may also be consulted by calling 554-9580.

DEPARTMENT

If a situation warrants the scheduling of a Section 15.02 and/or Section 22.02 medical examination, the department:

1. Contacts the Workers' Compensation Division at 554-1773 to verify that the employee does not have an open or active claim;
2. Sends a letter (see Sample I, Request Notice) to the General Manager, Personnel, on department letterhead which provides all of the following information:
 - A. Documents an unpaid sick leave of more than one year or describes the situation and indicates the facts which support the belief that the employee may represent a risk to self, co-workers or the public. Cite as many examples as applicable. Include the actual job duties (NOT THE CLASS SPECIFICATION) for which the employee is responsible and how the employee's condition or behavior may impact on the employee's performance of these duties. Include requirements of the position, lifting or exertion requirements, legal requirements, or other special factors that impact the job requirements; and
 - B. Provides the employee's Social Security Number, home address and home telephone number and the employee's worksite address and work phone number; and

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee (continued)

- C. Includes copies of any available supporting documentation, such as reports from the employee's immediate supervisor, attendance records, Request(s) for Leave, and the employee's job description (not the class specification).
3. Forwards the request notice in a sealed envelope marked CONFIDENTIAL to the Civil Service Commission Administrative and Personnel Services Division, Room 153 City Hall;
 4. Mails a copy of the one-page request notice to the employee. Do not include copies of attachments or documents.

CSC ADMINISTRATIVE AND PERSONNEL SERVICES DIVISION

1. Receives and logs receipt of the request for a medical examination.
2. Reviews the request:
 - If the request meets the criteria of Rule 15.02 or Rule 22.02, approves the request and forwards to CMOSH.
 - If the request does not meet the criteria of Rule 15.02 or Rule 22.02, writes to the department, explaining the reason for the disapproval.
3. May contact the Workers' Compensation Division to ensure that an open or active claim does not exist and/or that a medical evaluation will not be conducted by a physician assigned by the Workers' Compensation Division. If there is an active or open claim, the Civil Service Commission will notify the requesting department by letter and will not proceed with scheduling the CMOSH medical evaluation. (PLEASE NOTE that the department is to verify this information from Worker's Compensation prior to submitting any request for medical evaluation.)
4. Schedules a CMOSH medical appointment based on an updated list of available appointment dates and times provided by CMOSH on a regular basis, and notifies CMOSH by telephone with specific appointments made.
5. Sends a letter to the employee confirming the medical appointment. Sends copies to CMOSH, department and CSC Medical Examination file.

CMOSH

1. Conducts the examination. At this time, additional information may be requested if the employee is under the care of a personal physician.

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee (continued)

- A. In the event that the employee signs a release, and medical information is not received by CMOSH within thirty (30) days, CMOSH will notify the Civil Service Commission, the employee and the department. The department will send a letter to remind the employee about the necessity of obtaining further information, and will require that, within thirty (30) days, the employee must secure such information from his or her health care provider. Failure to obtain medical information will be considered a refusal unless otherwise approved by the Civil Service Commission.
- B. If the employee fails to show up for the scheduled medical examination or cancels the appointment, CMOSH will immediately notify the Civil Service Commission and the department by letter of this occurrence. The department must consider the employee's absence a refusal. The department or the employee may request a rescheduling by contacting the Civil Service Commission, but the employee remains on compulsory leave. (The Civil Service Commission may charge the employee \$73.00 for a missed appointment and will not reschedule an appointment until payment is made.) The Civil Service Commission will notify the employee by letter of the charge or rescheduled appointment, with copies to the department and CMOSH, with the following statement:

"Failure to pay the charge indicated or failure to appear at the appointment indicated may be considered a refusal to obtain Civil Service Commission designated physician certification to competently perform assigned duties. In accordance with Civil Service Commission Rule 15, Section 15.02 (B), or Rule 22, Section 22.03(C)(D), you may be placed on compulsory sick leave and may be subject to discipline, up to and including termination, or your request for extended sick leave may be denied."

- C. If an employee refuses to obtain a Civil Service Commission designated physician's certificate, the appointing officer or authorized representative shall place the employee on compulsory sick leave under the leave provision of the Civil Service Commission Rules. This action must be immediately reported to the Civil Service Commission. A separation report for compulsory leave must be completed and forwarded to the Civil Service Commission as well. Continued refusal to obtain such certification may be grounds for disciplinary action, up to and including dismissal.
2. Determines the employee's medical fitness to perform the duties of the position safely and not present a risk to self, co-workers or the public, and/or reasonable probability to return to work.

CMOSH makes the determination that the employee is either fit for duty or cannot perform the duties of the position.

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee (continued)

3. Notifies the Civil Service Commission and the employee of the results of the examination on the Medical Evaluation Results (M.E.R.) form (see Sample 2) in an envelope marked CONFIDENTIAL. (CMOSH does not send a copy of the Medical Examiner's Report to the employee directly.)

CSC ADMINISTRATIVE AND PERSONNEL SERVICES UNIT

1. Receives and logs-in receipt of M.E.R. from CMOSH.
2. Makes a copy of the M.E.R., attaches the copy to the departmental request and files it.
3. Forwards the original M.E.R. form to the department for their disposition.

DEPARTMENT

1. If the report from CMOSH indicates that the employee is able to perform the duties of the assignment, the employee is returned to work and/or the employee's request for continued sick leave is denied, and/or when necessary, the employee must be disciplined and/or counseled concerning work performance expectations.
2. If the report from CMOSH indicates that the employee is not able to perform the assigned duties:
 - a. The department may:
 1. Approve the employee's request for sick leave and schedule an appointment for re-evaluation if recommended; or,
 2. Determine if a limited duty assignment is available if requested by the employee and, if employee can perform essential duties of the job; or,
 3. Determine if a request for reasonable accommodation may be made if requested by the employee; or
 4. Reassign the employee; or
 5. Approve a request for reinstatement; or
 6. Place the employee on compulsory sick leave and schedule an appointment for re-evaluation if recommended; or,
 7. Have good cause for discharge as indicated in CSC Rule 22.02(C)(3)(b).

Subject 3: Miscellaneous Policies and Procedures

Section 4: Request for Medical Examination of an Employee (continued)

b. The employee may pursue as appropriate:

1. Disability Transfer
2. Disability Retirement
3. Service Retirement
4. Resignation
5. Reassignment
6. Transfer
7. Request Reasonable Accommodation if qualified under Americans with Disabilities Act

3. Report from CMOSH must be filed in CONFIDENTIAL personnel file.

(REQUEST NOTICE)
(To be printed on departmental letterhead)

CONFIDENTIAL

(Date)

General Manager, Personnel
Civil Service Commission
Room 154C City Hall
San Francisco, CA 94102

The (NAME OF DEPARTMENT) is requesting that a medical examination be conducted for (EMPLOYEE'S NAME), (CLASS NO. & TITLE).

This request is being made in accordance with Civil Service Commission: (*Indicate one*)

Rule 22, Section 22.02(C) - Sick Leave Without Pay - Permanent Employee

- or -

Rule 15, Section 15.02 - Medical Examination of Employees

The reason for this request is :

EXPLAIN BEHAVIORS WHICH INDICATE THE EMPLOYEE PRESENTS A RISK. THE DATE THE EMPLOYEE HAS BEEN ON SICK LEAVE AND/OR THE INCIDENT WHICH GENERATED THE REASON FOR THE REQUEST. ATTACH ANY SUPPORTING MATERIALS.)

Pertinent information about (EMPLOYEE'S NAME) is listed below:

Work site address: _____

Work site phone no.: _____

Home address: _____

Home phone: _____

Attached please find a copy of (EMPLOYEE'S NAME) job description (*not the class specification*), attendance record (*if applicable*), and requests for leave (*if applicable*).

If you have any questions, please contact (NAME), (TITLE), (PHONE).

Sincerely,

(NAME)
(TITLE/DEPARTMENTAL PERSONNEL)
(OFFICER OR DEPARTMENTAL HEAD)

Attachment

cc: Employee (Request Notice only)
Confidential File



Center for Municipal Occupational Safety and Health
(CMOSH)
San Francisco General Hospital
Bldg. 9, Room 200

DATE: _____

TO: Civil Service Commission

SUBJECT: MEDICAL EVALUATION OF _____
Employee's Name

Class No. & Title

- ☐ This employee was seen at the Center for Municipal Occupational Safety and Health on: _____ for a _____ medical evaluation.
- ☐ Evaluation completed. See Page 2.
- ☐ Evaluation completed. pending test results. Anticipated return of results by: _____.
- ☐ Client requires further consultation; results anticipated in _____ week(s).
- ☐ Client failed to show up for CMOSH exam scheduled on _____.
Department may reschedule.
- ☐ Medical information requested from employee's physician was never received, consequently the medical has not been completed. Department to notify employee.
- ☐ Comments: _____

- Continued -

MEDICAL EVALUATION OF _____

Employee's Name

I certify that this employee is:

☐ A. FULLY CAPABLE of performing each of the required duties of his/her position as described in the attached job description.

☐ B. Currently INCAPABLE OF PERFORMING: *(Physician must also complete C, D, or E)*

☐ all duties of the position,

or

☐ the following duties of the position:

☐ C. The employee has a medical condition which precludes any reasonable probability of returning to employment in this position.

☐ D. The employee will be able to return to perform the full duties of his/her current job on: _____.

☐ E. The employee will require additional evaluation by CMOSH in _____ month(s).

Date: _____

CMOSH Physician's

Signature: _____

Print Name: _____

Attachment: Job description

Subject 3: Miscellaneous Policies and Procedures Information

Section 5: Cases of Suspected Criminal Activity

PURPOSE

To describe the procedures for handling situations in which an employee is suspected of criminal activity or in which an employee has been arrested on suspicion of having committed a crime.

Note

The materials that follow are designed only as a set of guidelines. Each incident will differ and require a somewhat different response. NEVER act hastily or fail to recognize that departmental actions may have legal impacts.

The Appointing Officer should always be consulted when decisions connected with suspected criminal activity are being made.

RESOURCE

Investigator in Charge
Special Prosecutions Unit
Office of the District Attorney
Telephone: 552-6400

Your department's Deputy City Attorney

CASES OF SUSPECTED CRIMINAL ACTIVITY: ON THE JOB

Situation

A supervisor informs you that supplies from his section have been disappearing.

Response

1. Document the loss. Prepare a written statement which includes the following:
 - The item(s) lost
 - When the item was lost
 - The value of the loss
 - Description of any previous loss and any investigations made to the date of the written statement.
2. Discuss the matter with the Appointing Officer.
3. Contact the Special Prosecutions Office (see Resources, above).
4. Consult the Deputy City Attorney assigned to your department, if there are questions concerning your department's liability.

Subject 3: Miscellaneous Policies and Procedures Information

Section 5: Cases of Suspected Criminal Activity (continued)

Note Follow these steps, even when you are certain you can name the employee who is responsible for the loss. Do not confront the employee until you have consulted your appointing officer and the Special Prosecutions Office.

- Action
1. Follow instructions given by the Special Prosecutions Officer. The instructions should provide you with a course of action.
 2. If a suspension is appropriate, remember that the employee must be told of the reasons for the suspension and given the opportunity to present a rebuttal.
 3. Keep the appointing officer informed of the progress of the decision-making process and/or the investigation.

CASES OF SUSPECTED CRIMINAL ACTIVITY - OFF THE JOB

Situation An employee is arrested because of suspected criminal activity which is not job related.

- Response
- If the employee is incarcerated, show the absence as absence without leave (AWOL) or personal leave on the timeroll.
 - If the employee reports for work and you are convinced that the suspected criminal activity is not job related, allow the employee to work as usual.

Situation An employee is arrested because of suspected criminal activity which is job related. For example, the employee who is assigned to handle cash has been arrested on suspicion of committing fraud; a truck driver has been arrested on a charge of reckless driving, etc.

- Response
- If the employee is incarcerated, show the absence as absence without leave (AWOL) or personal leave on the timeroll.
 - If the employee reports for work as scheduled, the employee should be assigned a related but different job or a portion of the job that does not directly require the knowledge or skill that is in question: the cashier could check records or audit accounts; the truck driver could load and unload trucks, etc.
 - If in doubt, ask the Special Prosecutions Office for direction.

Subject 3: Miscellaneous Policies and Procedures Mandated: State Election
Code Sections
14350, 14351,
14352

Section 6: Voting by Employees

PURPOSE

To describe departmental responsibilities with respect to employees' voting rights and provide guidelines in connection with requests for "time-off" for voting.

AUTHORITY

The California Elections Code Sections 14350, 14351 and 14352, copies of which follow this section, mandate that public employers allow employees a maximum of two hours leave with pay if the employee:

1. Does not have sufficient time outside working hours to vote in a statewide (i.e. State or Federal) election; and
2. Gives at least two working day's notice that time off for voting is desired.

Departments must post the notice concerning time off for voting, at least ten days prior to every statewide election. This notice must contain the provisions of Elections Code Section 14350.

GUIDELINES

1. These provisions do not apply to local elections.
2. In responding to requests for time-off for voting, the department should consider that polls are now open from 7 A.M. to 8 P.M. and compare these times with the times of the employee's shift or usual working hours.
 - Most employees work 8 A.M. to 5 P.M. and very few have a commute of three hours. Therefore, only those few employees would be entitled to paid time off for voting.
 - Each request should be evaluated on its own merits: consider the employee's working hours and the location of the employee's polling place.
 - An employee is not entitled to the full two hours if less time is required to enable the employee to vote.

Note

For information on paid employment as an election official, see Subject 3, Section 2 - Additional Employment.

Subject 3: Miscellaneous Policies and Procedures Mandated: State Election
Code Sections
14350, 14351,
14352

Section 6: Voting by Employees

TEXT

California State Election Code Section 14350 Employees' Time off to Vote

If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time which when added to the voting time available outside of working hours will enable the voter to vote.

No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 14351 Mandatory Duty of Employer to Post Notice; Posting

Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or otherwise where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14350.

Section 14352 Public Employees' Time Off to Vote; Posting of Notice

The provisions of Sections 14350 and 14351 shall apply to all public agencies and the employees thereof, as well as to employers and employees in private industry.

Subject 3: Miscellaneous Policies

Section 7: Employment Verification GuidelinesPURPOSE

1. To provide guidelines for departments to use in obtaining or providing information regarding employment of prospective, current or former employees.
2. To foster a consistent citywide practice regarding employment verifications.

RESOURCES

California State Labor Code Sections:

§1050. Attempt to Prevent Reemployment--Misdemeanor

Any person, or agent or officer thereof, who, after having discharged an employee from the service of such person or after an employee has voluntarily left such service, by any misrepresentation prevents or attempts to prevent the former employee from obtaining employment, is guilty of a misdemeanor.

§1052. Violations--Misdemeanor

Any person who knowingly causes, suffers, or permits an agent, superintendent, manager, or employee in his employ to commit a violation of Sections 1050 and 1051, or who fails to take all reasonable steps within his power to prevent such violation is guilty of a misdemeanor.

§1054. Civil Liability

In addition to and apart from the criminal penalty provided, any person or agent or officer thereof, who violates any provision of Sections 1050 to 1052, inclusive, is liable to the party aggrieved, in a civil action, for treble damages. Such civil action may be brought by such aggrieved person or his assigns, or successors in interest, without first establishing any criminal liability under this article.

Subject 3: Miscellaneous Policies

Section 7: Employment Verification Guidelines (cont.)GUIDELINESOBTAINING EMPLOYMENT INFORMATION ABOUT A PERSON WHO IS NOT CURRENTLY EMPLOYED BY THE CITY AND COUNTY OF SAN FRANCISCO.

1. Attempt to obtain the individual's permission in writing before contacting his/her current employer. The candidate's authorization must specifically release the department and the City and County of San Francisco from any and all liability (see sample at end of this section).
2. Use a standard format, have the questions in writing, and ask the same basic questions about each person. Document the response received. DO NOT include this information in the personnel file of the candidate selected. It is suggested that this information be kept in a Recruitment File along with:
 1. the position/examination announcements,
 2. applications received,
 3. reference check materials, and
 4. other related recruitment documents.
3. Ask questions pertaining to experience, skill, knowledge, ability and work performance--not personality, character traits or personal habits, unless they are related to job requirements (see sample at end of this section).
4. Do reference checks on all the candidate(s) being considered before making your selection.

PROVIDING EMPLOYMENT INFORMATION ABOUT A CURRENT OR FORMER CITY EMPLOYEE TO NON-CITY AND COUNTY OF SAN FRANCISCO AGENCIES.

1. Except in instances when an employee authorizes in writing the release of information and releases the department and its employees from any and all liability, provide only the following information in response to inquiries concerning current or former employees:
 - a. Employee's class number and title
 - b. Dates of employment
 - c. Salary/Wage Range of the employee's classification
 - d. Employment Status, i.e., permanent, temporary

Subject: 3 Miscellaneous Policies

Section 7: Employment Verification Guidelines (cont.)

- e. Eligibility to rehire: Unless the official record indicates Civil Service Commission action to the contrary, a former employee is considered eligible for rehire under normal civil service hiring procedures. Civil Service Commission action is published in the Civil Service Commission Meeting Minutes. Information contained in the Minutes is considered public information.
2. Require that all employment reference requests be submitted in writing, with an authorization from the employee that releases information and the City department and its employees from any and all liability. In cases where the employee has worked for more than one City department, a separate request must be sent by the inquiring agency to each department.

OBTAINING EMPLOYMENT INFORMATION ABOUT CURRENT CITY EMPLOYEES FROM CITY AND COUNTY AGENCIES.

For the purpose of employment verification, the City and County of San Francisco is one employer. Information about the employee's employment history and job performance may be communicated between departments for valid business reasons to personnel representatives, department heads and supervisors.

NOTE An employer can furnish a truthful statement concerning the reasons for an employee's discharge, or voluntary departure. However, attempts to "disguise" a negative reference about a current or former employee by using a "code" or "symbol" (such as a pair of "x's"), or by using certain words to "tip" prospective employers may constitute a prima facie evidence of a violation of the California Labor Code.

Disclosure Authorization and Release

"I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment and job performance to City and County of San Francisco, and any of its employees, representatives, and agents. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me."

Applicant/Employee's Signature

Date

(print or type individual's name)

REFERENCE CHECK GUIDE

For greatest effectiveness, telephone checks should be pre-planned. This guide encourages the checker to follow a consistent set of questions and to formulate special questions which apply to the specific job.

Employer called _____ Phone _____
Person contacted _____ Position _____
Person making reference check _____ Date _____

"This is _____ of _____. We are considering hiring a former employee of yours, (name), and were wondering if you would answer a few questions about him/her."

1. When was applicant employed by you? _____
2. What was applicant's position? _____
3. What were the applicant's main duties and responsibilities? _____
4. We are considering applicant for a position as _____. Do you feel that he/she is suited for this? Why? (Why not?) _____
5. How did applicant get along with superiors?, coworkers?, subordinates?, the public?, others?
6. How would you rate applicant's knowledge/ability/skill in these areas:
A. _____
B. _____
C. _____
7. What were the applicant's main strengths? _____
8. Did applicant need help or additional training in any area? _____
9. How was applicant's attendance and punctuality? _____
10. Why did applicant leave job? _____
11. Is applicant eligible for rehire? _____
12. Is there any other information that would be helpful for me to know in evaluating this applicant's suitability for this position? _____
13. Additional Comments: (Questions that arise out of information developed from reference's responses.)



Subject 4: Classification

Section 1: Authority/Definition

PURPOSE

To define the concept of job classification.

AUTHORITY

The primary authorities are Charter Section 3.661(a) which gives the Civil Service Commission the authority to classify and reclassify all positions which are subject to salary standardization, and Section 8.300 which lists special situations and exceptions. Classification is also covered by Civil Service Commission Rule 7.

DEFINITION

Position classification is a basic tool of personnel management that provides a systematic means of identifying and describing different kinds of work in terms of primary tasks, duties and responsibilities, and the knowledge, skills and abilities required for their performance. After positions in the public service are grouped into classes on the basis of similarity in these respects, specifications delineating the basic characteristics of a class are prepared. In most instances, classes are grouped into series providing career opportunities in City employment. This process assures like treatment to similar positions in recruitment, examination, pay, training and promotion. Position classification is the fundamental element in implementing the merit principle of equal pay for equal work.

NOTE

While it is not essential that every department have copies of the specifications for every class, it is recommended that a copy of the specification for every budgeted class in the department be available to the individual responsible for the department's personnel function. In addition, every supervisor should have a copy of the specifications of those classes he supervises.

Subject 4: Classification

Section 2: Classification Requests

PURPOSE

To outline the information needed by the Civil Service Commission's Classification Unit in order to classify a newly budgeted position, review a classification or amend a class specification. A copy of a completed POSITION CLASSIFICATION QUESTIONNAIRE (PCQ) follows this section.

Information Needed for the Classification of a Newly Budgeted Position

- A POSITION CLASSIFICATION QUESTIONNAIRE completed by the staff members most knowledgeable about the duties and responsibilities to be assigned; also signature of the department head. (Position Classification Questionnaire forms may be obtained from the Classification Unit, 44 Gough Street, 3rd Floor, or by calling 557-4970).
- An organization chart of the portion of the department in which the new position appears.
- If a new classification and rate of pay is requested, documentation on how the rate of pay was determined and a proposed draft job description for the new classification should be included.
- Any additional information that would be helpful in classifying the position. This should include, particularly for new classification requests, classifications and rates of pay for comparable positions in other Bay Area agencies, proposed minimum qualifications and promotive relationships.

Information Needed for a Classification Review

- A letter of request from a department head or designee explaining why the review is needed and including any other pertinent background information. This might include information on a section or departmental reorganization, changes in minimum requirements, such as license, or training, a salary or benchmark problem, or recruitment problems.
- Explanation of how duties have changed.
- A POSITION CLASSIFICATION QUESTIONNAIRE (PCQ) completed by the staff members most knowledgeable about the duties and signed by the immediate supervisor and the department head.
- An organization chart showing where the position is located in the department and line relationships.

Subject 4: Classification

Information

Section 2: Classification Requests (continued)

- Any additional information that would be helpful in evaluating the request. This might include information on comparable positions in other agencies, any special skills needed to perform the job, and the status of any incumbents.

Information Needed for the Amendment of a Class Specification

- Letter of request from the department head or designee explaining why the amendment is needed, supported by relevant background information.
- Explanation of how the duties reflected in the class specification have changed.
- POSITION CLASSIFICATION QUESTIONNAIRES completed by staff members most knowledgeable about the duties of positions in the class.
- An organization chart indicating the location of positions in the department.
- Names and status of any permanent incumbents.
- Any additional information which would be helpful in evaluating the request. This might include information on comparable classes in other agencies, and any special skills needed to perform the job.

Subject 5: SalariesSection 1: General InformationPURPOSE

To outline the types of questions which should be referred to the Civil Service Commission's Compensation Unit. Section 2 will cover the salary and pay topics which require Civil Service Commission action.

RESOURCE

Compensation Unit, Civil Service Commission, 44 Gough Street, 1st Floor.
Telephone 557-4990.

INTERPRETATION OF THE SALARY STANDARDIZATION ORDINANCE

In addition to salary schedules, the Salary Standardization Ordinance (see Subject I General Information, Section 1) contains provisions for the administration of the salary schedules. If an interpretation is needed, the Compensation Unit should be contacted.

SALARY SETTING - BENCHMARKS - INTERNAL ADJUSTMENTSBenchmark

Refers to the method by which salaries are set for miscellaneous employees. Rather than collect salary data for every class, classes are grouped by occupation around a benchmark class, data is collected for the benchmark class and the adjustment for that class is given to all related classes or "the benchmark." For example, if the salary survey data indicates that 1652 Senior Accountant, the benchmark class for the accounting and related series, is entitled to a raise of 4%, all classes on the benchmark would receive a raise of 4%.

Changing the benchmark

Refers to situations in which an aspect of the duties of a class have changed significantly, and the change affects all positions in the class.

The following is a hypothetical example to explain the concept. A class of clerks working at the Library prepared orders for buying books. This was viewed as a clerical function, and the class was properly on the clerical benchmark. Over time, however, this class is given increasing responsibility for not only ordering, but selecting the books to be purchased. The work is now more closely related to the work done by Librarians. Because of this shift in type of responsibility, the class is moved to the librarian benchmark.

CITY AND COUNTY OF SAN FRANCISCO ^{SAMPLE}



TO BE FILLED IN BY THE IMMEDIATE SUPERIOR

13. Indicate in what respects, if any, the statements of the kinds of work, assignments and supervision are not sufficiently or accurately described by the employee under the existing organization and procedures:

The Supervisor of the Special Investigations Unit (SIU) must have knowledge of eligibility factors for all aids and services, and must exercise great care and judgment to insure thorough investigations without abridging individual rights.

14. Indicate briefly the essential nature of the work and responsibilities of the duties and the attention and supervision it requires:

The unit's work of investigating cases of possible welfare fraud, whether referred from within the Department or by concerned citizens, is sensitive and detailed. Both the public interest and individual rights must be observed. Investigations must be conducted in a manner which support criminal and/or civil prosecution. The position carries unusual responsibility for knowledge, tact and professionalism.

15. Describe the qualifications which you believe should be required in filling future vacancies in this position. Consider the desirable qualifications for the position itself rather than the qualifications which the present incumbent may or may not have.

- (a) Education and special training: Years and kind BA degree
- (b) Practical experience: Years and kind two years of AFDC Eligibility Worker, two years (minimum) of experience in Special Investigations.
- (c) Licenses or Certificates required: NONE
- (d) Special knowledge, abilities and skills desired: contact, writing, skills in observation, research and applied logic; public
- (e) Personal characteristics: Ability to think quickly; interest in details; mature.
- (f) Other desirable qualifications and requirements: Dependability in attendance; strong organizing ability

16. Indicate any other position or positions in your department or division having duties of similar kind and responsibility, giving the present classification and number of such positions.

None

17. Summarize in the following or on an attached sheet, any suggestions for facilitating and improving work and procedures that will aid in maintaining high standards of personnel services.

The classification for this position should be upgraded to reflect the level of competence, the degree of responsibility, and the demands required of the supervisor in this position.

I certify that I have read the instructions and that to the best of my knowledge and belief, the above entries are accurate and complete.

Immediate Supervisor Signature
Signature of Immediate Superior

Supervising Director
Title

February 1, 1986
Date

TO BE FILLED IN BY DEPARTMENT HEAD OR HIS AUTHORIZED REPRESENTATIVE

18. Indicate in what respects, if any, the above entries of the employee or the immediate superior are not sufficiently or accurately described.

All entries are complete and accurate.

I certify that to the best of my knowledge and belief all entries of the employee and the immediate superior are accurate and complete as they relate to employment in my department.

Department Head Signature
Signature of Department Head

Department Director
Title

February 1, 1986
Date

Do not write below this line





Subject 5: Salaries

Section 1: General Information

PURPOSE

To outline the types of questions which should be referred to the Civil Service Commission's Compensation Unit. Section 2 will cover the salary and pay topics which require Civil Service Commission action.

RESOURCE

Compensation Unit, Civil Service Commission, 44 Gough Street, 1st Floor.
Telephone 557-4990.

INTERPRETATION OF THE SALARY STANDARDIZATION ORDINANCE

In addition to salary schedules, the Salary Standardization Ordinance (see Subject I General Information, Section 1) contains provisions for the administration of the salary schedules. If an interpretation is needed, the Compensation Unit should be contacted.

SALARY SETTING - BENCHMARKS - INTERNAL ADJUSTMENTS

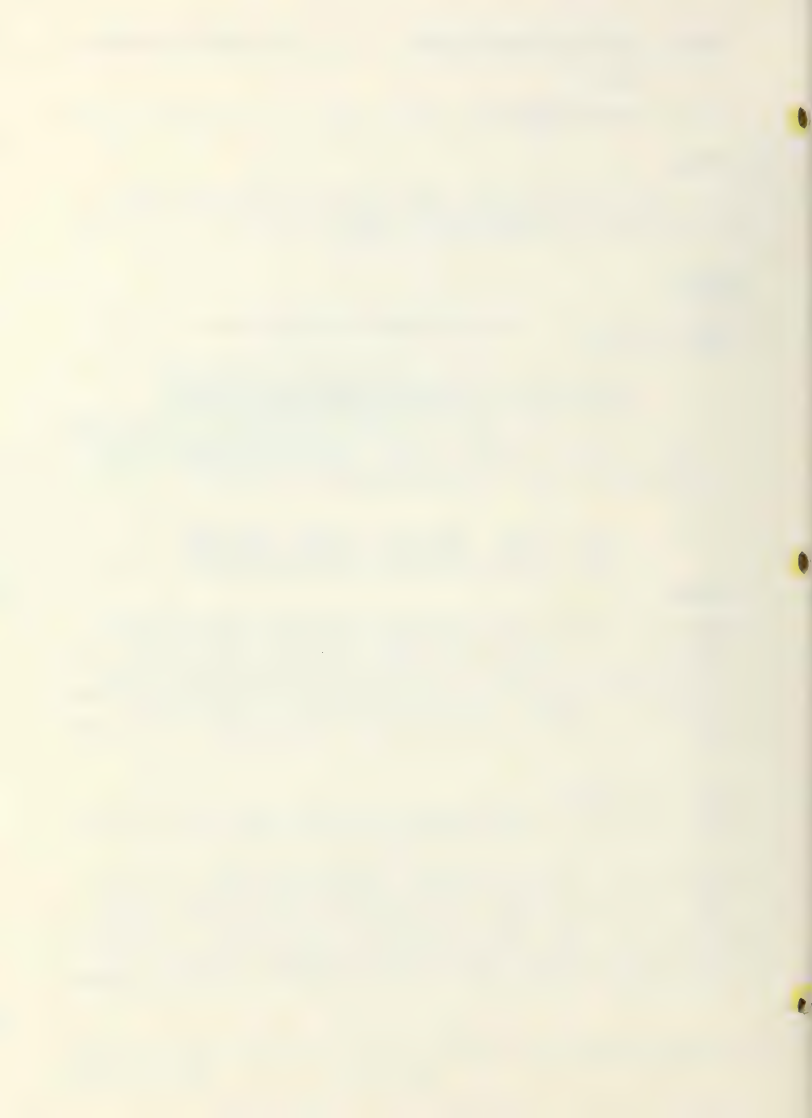
Benchmark

Refers to the method by which salaries are set for miscellaneous employees. Rather than collect salary data for every class, classes are grouped by occupation around a benchmark class, data is collected for the benchmark class and the adjustment for that class is given to all related classes or "the benchmark." For example, if the salary survey data indicates that 1652 Senior Accountant, the benchmark class for the accounting and related series, is entitled to a raise of 4%, all classes on the benchmark would receive a raise of 4%.

Changing the benchmark

Refers to situations in which an aspect of the duties of a class have changed significantly, and the change affects all positions in the class.

The following is a hypothetical example to explain the concept. A class of clerks working at the Library prepared orders for buying books. This was viewed as a clerical function, and the class was properly on the clerical benchmark. Over time, however, this class is given increasing responsibility for not only ordering, but selecting the books to be purchased. The work is now more closely related to the work done by Librarians. Because of this shift in type of responsibility, the class is moved to the librarian benchmark.



Subject 5: Salaries

Section 1: General Information (continued)

Internal Adjustment

Refers to the relationship of each class to its benchmark class. For instance, if 1652 Senior Accountant is the benchmark, 1650 Accountant, because its duties and responsibilities are at a lower level than the benchmark, has a lower salary. Using the same benchmark class, Class 1675 Supervising Fiscal Officer, which has more varied duties and greater responsibility, is given a salary higher than the benchmark.

Requesting an Internal Adjustment

Refers to a request made by a department, an employee organization or an employee asking that the relationship of a class to its benchmark class be reviewed. The following hypothetical example explains the concept. A class of specialized clerks was assigned to the clerical benchmark at a point that was 6% above the benchmark class. Over time the group of clerks is assigned additional responsibilities. The appointing officer of the specialized clerks believes that their pay does not reflect their increased responsibilities. To resolve the problem he asks for an internal adjustment of 3% for the specialized clerks. If it is approved, the specialized clerks will receive the July 1 pay increase given to the benchmark as a whole and a one-time additional 3%. By approving the internal adjustment, the class of specialized clerks now has a relationship to the benchmark class of 9%.

Process of Requesting an Internal Adjustment

1. A memorandum from the General Manager, Personnel, is sent to all appointing officers. The memo:
 - Is usually sent in early September of each fiscal year;
 - Contains information on deadlines and other relevant aspects of the salary standardization process.
2. The appointing officer, employee organization or employee writes to the General Manager, Personnel, to request a salary adjustment for a specific class. The letter should include:
 - All the information requested in the memorandum described above.
 - Specifics concerning the changes in duties and responsibilities of the specific class that support the request.

Subject 5: Salaries

Section 1: General Information (continued)

Process of Requesting an Internal Adjustment (cont.)

- Additional information supporting the request, such as documented difficulty in recruitment and retention of employees in the class, comparative salary information, etc.
- 3. In addition to the written request for an internal adjustment, it may be advisable that the requesting department or organization schedule an appointment to discuss the request with the Civil Service Commission Compensation Unit.
- 4. The Compensation Unit reviews the information contained in the request and makes a recommendation to the Civil Service Commission.
 - The requesting department or organization is notified of the calendar item number and hearing date.
 - The staff's recommendation may be appealed at the Commission meeting.

Subject 5: Salaries

Section 2: Requests Requiring CSC Action

PURPOSE

To describe requests related to salary matters that require Civil Service Commission action or approval of the staff of Civil Service Commission. They include requests for appointment above the entrance rate, supervisory differential, suspension of the Z symbol and word processing differential. Requests concerning temporary and temporary declared permanent requisitions are covered in Subject III Personnel Requisitions.

APPOINTMENT ABOVE THE ENTRANCE RATE

DEFINITION

At the request of an appointing officer with the recommendation of the General Manager, Personnel, and the approval of the Civil Service Commission, a permanent or exempt appointment may be made at any step of the compensation schedule for the class to which the appointment is made (Salary Standardization Ordinance (SSO) VII.A.3.).

PROCESS

1. The appointing officer writes to the General Manager, Personnel, no later than thirty (30) days after an employee has begun to work, requesting the appointment of a individual at a salary step above the entrance rate. The letter must include one or more of the following justifications:
 - A statement that the appointee is a former City employee who resigned with services satisfactory and who is being reappointed to a permanent position in his former class (See Subject 9 Personnel Appointments, Section 7 Reappointment).
 - A statement showing that a loss of compensation would result if the appointee accepted the position at the usual step. Note: This argument is generally made when appointing an individual who has highly specialized skills which are specifically required by the appointing officer.
 - A statement documenting that a severe recruitment and retention problem exists.

Subject 5: Salaries

Section 2: Requests requiring CSC action (continued)

APPOINTMENT ABOVE THE ENTRANCE RATE (cont.)

PROCESS (cont.)

2. The request is reviewed by the Civil Service Commission Compensation Unit and the recommendation goes to the Civil Service Commission for approval.
 - The department is notified of the calendar item number and hearing date.
 - The department may appeal the staff's recommendation at the Commission meeting.

SUPERVISORY DIFFERENTIAL

DEFINITION

If a supervisor's compensation schedule is less than 5% or one full step over the compensation schedule of any employee whom he or she supervises, the supervisor, subject to certain conditions, may be entitled to a supervisory differential. Before requesting a Supervisory Differential, review SSO Section IV.F.1.-10.

PROCESS

1. The employee requesting the differential completes a REQUEST FOR SUPERVISORY DIFFERENTIAL ADJUSTMENT form (A supply of this form is available in Room 52H City Hall between the hours of 8 a.m. to Noon and 1 p.m. to 5 p.m., Monday through Friday).
 - Records supporting the claim should include an organization chart and a statement describing the reasons for the organizational structure.
 - The form must be signed by the employee's immediate supervisor and by the appointing officer or designee.
2. The request is reviewed by the Civil Service Commission Compensation Unit and:
 - if the request is recommended for approval, goes to the Civil Service Commission for action.
 - if the request is denied at the staff level, the appointing officer making the request is notified and may appeal the staff's decision to the Civil Service Commission.

Subject 5: Salaries

Section 2: Requests requiring CSC action (continued)

WORD PROCESSING DIFFERENTIAL

DEFINITION

Eligibility of certain classifications for the hourly pay differential requires completion of training in word processing, certification by the appointing officer and approval of the Civil Service Commission Compensation Unit (SSO IV.Q)

PROCESS

1. The department sends a letter or memorandum to the Compensation Unit. The letter must include:
 - The name and class of the appointee
 - The type of word processing training received
2. The Compensation Unit reviews the information submitted and:
 - forwards to Civil Service Commission Payroll Audit Unit, or
 - if there are questions, contacts the department for additional information.

Subject 6: Examinations

Section 1: Preparation

PURPOSE

To describe the preparation of an examination announcement and outline areas of departmental involvement.

AUTHORITY

The primary authorities are Charter Section 3.661(a) which gives the Civil Service Commission the power to determine appointments on the basis of merit and fitness as shown by examinations, and Section 8.321 which requires competitive examinations for all applicants for appointment to the classified service.

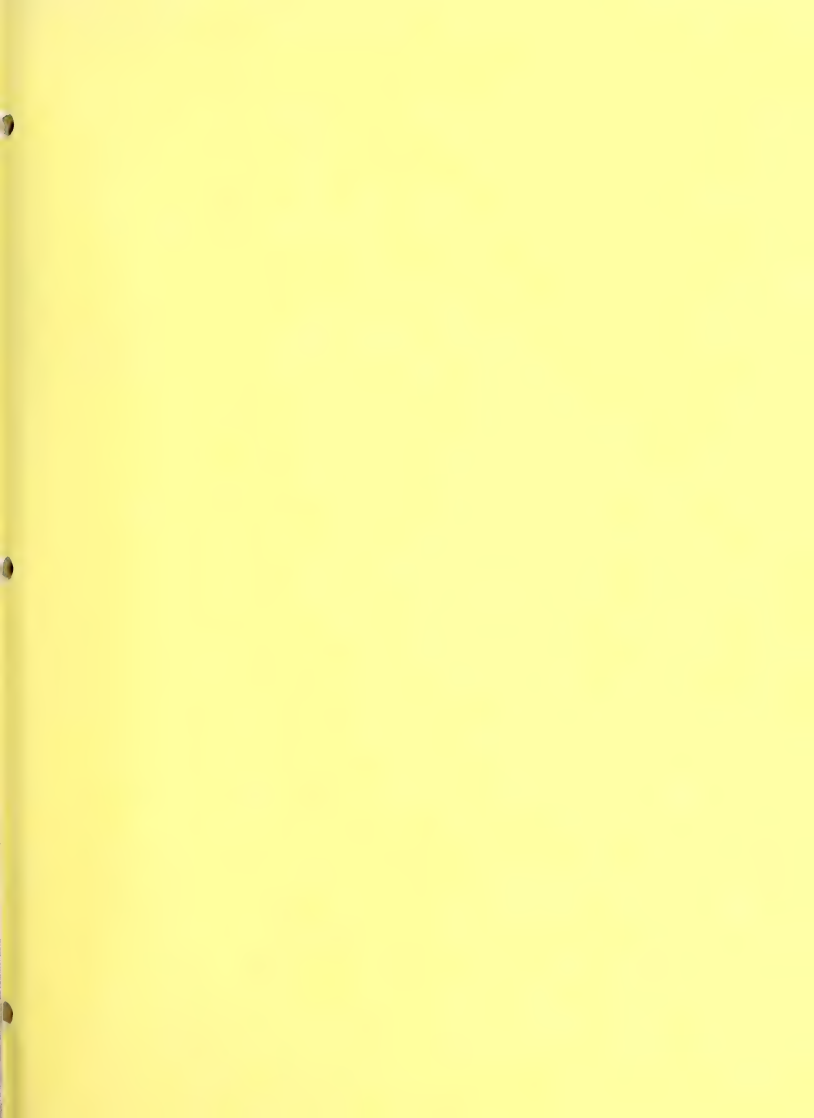
PROCESS

The development of an examination is begun when one or more of the following occurs:

- A new class is established;
- A Personnel Requisition is received and the eligible list is exhausted; that is, there are no remaining eligibles, or there are no remaining eligibles who meet the special conditions of a position or group of positions in a class. For example, some positions in Class 1630 Account Clerk require typing ability and none of the remaining eligibles possesses this skill.
- A department notifies the General Manager, Personnel that an examination is needed because of:
 - The anticipated resignation or retirement of a long term incumbent in a single position class; or
 - A sudden change in the staffing needs of a department due to the receipt of a grant, a change in legislation or a court order.

The Department and the Job Analysis Process

Job analysis is the systematic collection, analysis and interpretation of information about positions in a classification. It is concerned with what workers do, how they do it and why they do it. It also covers the knowledges, abilities, skills and other characteristics required of workers to perform the job.



Subject 6: Examinations

Section 1: Preparation

PURPOSE

To describe the preparation of an examination announcement and outline areas of departmental involvement.

AUTHORITY

The primary authorities are Charter Section 3.661(a) which gives the Civil Service Commission the power to determine appointments on the basis of merit and fitness as shown by examinations, and Section 8.321 which requires competitive examinations for all applicants for appointment to the classified service.

PROCESS

The development of an examination is begun when one or more of the following occurs:

- A new class is established;
- A Personnel Requisition is received and the eligible list is exhausted; that is, there are no remaining eligibles, or there are no remaining eligibles who meet the special conditions of a position or group of positions in a class. For example, some positions in Class 1630 Account Clerk require typing ability and none of the remaining eligibles possesses this skill.
- A department notifies the General Manager, Personnel that an examination is needed because of:
 - The anticipated resignation or retirement of a long term incumbent in a single position class; or
 - A sudden change in the staffing needs of a department due to the receipt of a grant, a change in legislation or a court order.

The Department and the Job Analysis Process

Job analysis is the systematic collection, analysis and interpretation of information about positions in a classification. It is concerned with what workers do, how they do it and why they do it. It also covers the knowledges, abilities, skills and other characteristics required of workers to perform the job.

Subject 6: Examinations**Section 1: Preparation (continued)**

The Department and the Job Analysis Process (cont.)

The analyst handling the examination may require any or all of the following: a departmental organization chart, names of permanent incumbents in the class being tested, supervisors of incumbents in that class, and other departmental contacts.

The Department and the Recruitment Process

While the examination announcement is being prepared and just before it is issued, the analyst responsible for the examination, the Civil Service Commission EEO/AA Division and/or the department's EEO Unit may request assistance in recruiting qualified applicants. Departmental employees are often asked to work on the recruitment effort because they are best able to describe specific working conditions and provide other job information to potential applicants. In addition, they are likely to have occupational or academic contacts which can be very helpful in terms of reaching qualified applicants.

COURTESY CARDS

COURTESY CARDS (CSC 4-47) are the usual form of notification as to when a particular examination is open for filing of applications. A supply of COURTESY CARDS may be obtained from the Civil Service Information Center, 44 Gough Street; telephone 557-4884.

1. The potential applicant completes the card indicating the class number and title of the job in which interested. The card also requests day and evening telephone numbers and foreign language skills. The front of the card has space for the applicant's name and address.
2. Completed cards with appropriate postage affixed should be returned to 44 Gough Street where they are kept on file for up to one year.
3. Individuals who complete COURTESY CARDS should be reminded that a new card must be completed if there is a change of address and that the cards are mailed at their own risk. (See CSC Rule 8, Section 8.03)

Unsolicited Resumes

Unsolicited resumes should not be forwarded to the Civil Service Commission. Return the resume to the sender with a cover letter and a copy of HOW TO GET A CITY JOB (CSC 4-46). Copies of this flier may be obtained from the Civil Service Information Center, 44 Gough Street; telephone 557-4884. If a specific job is mentioned in the resume, the department has the option of filing a courtesy card for the applicant.

Subject 6: Examinations

Section 1: Preparation (continued)

Job Lines - Telephone Information

1. Civil Service Commission 557-4888

The recorded message which is updated every Thursday or Friday afternoon covers all examinations that are open for filing except those which have been issued by the Decentralized Examination Unit of the Department of Public Health.

2. Department of Public Health 821-5317

The recorded message is updated every Friday morning.

3. Public Utilities Commission 554-1669

The recorded message is updated every Friday morning. Non-civil service openings and examinations open for filing for the the Public Utilities Commission are included in this recorded message.

Subject 6: Examinations

Section 2: The Examination Process

PURPOSE

To provide information about examination announcements and the conduct of examinations.

AUTHORITY

Charter Sections 3.661(a) and 8.321. In addition to these general authorizations, Sections 8.320 and 8.322 through 8.328 also refer to examination topics.

Civil Service Commission Rule 8 - Applications and Notice of Examinations.

Civil Service Commission Rule 9 - Examinations.

ANNOUNCEMENTS

An announcement is the official notice of an examination. It provides directions on when and where to file an application, a brief description of duties, the minimum requirements, a description of the type, content and weight of each portion of the examination as well as a variety of notes and employment information. Great care is taken with the preparation of this notice. It should be read carefully.

BASIS

Examinations are open for filing in one of three categories:

- | | |
|--|---|
| 1. Entrance | All qualified applicants, whether or not they are employed by the City and County, compete on a equal basis. |
| 2. Combined Promotive and Entrance (CPE) | Participation is open to all qualified applicants; consideration in the form of additional points on the examination is given to certain City and County employees based on an evaluation of their work performance, length of City service, and status (type of employment). |

Subject 6: Examinations

Section 2: The Examination Process (continued)

BASIS (cont.)

3. Promotive

Participation is limited to certain City and County employees. The announcement specifies who may participate in these examinations. These examinations are primarily given for positions in the Police and Fire Departments.

Issuance of Announcement

In addition to those examination announcements issued by the Civil Service Commission, several large departments have decentralized examination units which develop and issue examination announcements. These announcements are reviewed by a Civil Service Commission liaison, and by the CSC EEO/AA Division or Public Health Department EEO Unit.

The Departments of Public Health, Social Services, Public Utilities Commission, Airport, Police and Fire issue announcements for the majority of positions in their respective departments.

Distribution and Posting of Announcements

- Announcements are generally sent by the Civil Service Commission to all appointing officers, departmental personnel officers and employee organizations on Wednesday morning. They are posted on the official bulletin boards located at 44 Gough Street and outside of Room 151 City Hall by 8 A.M. on Friday mornings.
- Announcements should be posted on departmental bulletin boards on Friday mornings.
- Announcements and applications for all examinations are available at 44 Gough Street. In addition, each decentralized unit has a limited number of its own announcements and applications available.
- It is suggested that departments develop a procedure for notifying employees of examinations open for filing.

Filing Applications

Completed applications should be filed as follows:

Issuing Department

Civil Service Commission

File at *

44 Gough Street,
1st Floor
Civil Service Information
Center

Subject 6: Examinations

Section 2: The Examination Process (continued)

Filing Applications (cont.)

Public Health	101 Grove Street Personnel Office, Room 210
Social Services	Personnel Office 170 Otis Street, 5th Floor or 44 Gough Street
Airport	Personnel Office, 3rd Floor, International Terminal or 44 Gough Street
Public Utilities Commission	44 Gough Street
Police	Hall of Justice 850 Bryant Street, Room 575-17
Fire	44 Gough Street 1st Floor Civil Service Information Center

Notes: *These filing locations apply as a general rule but each announcement will give the filing location for that particular examination.

- Previously Issued Announcements

1. Remove announcements from department bulletin boards as soon as possible after receipt of applications has closed. Applicants do not always read the entire announcement and then complete an application which cannot be accepted.
2. Do not post or distribute previous announcements. Minimum requirements are always reviewed before an announcement is issued and are subject to change.
3. Previously issued announcements should be reviewed prior to making a non-civil service (NCS) appointment. (See also Subject 9 - Personnel Appointments; Section 2 - Selection of Non-Civil Service Appointees).

Subject 6: Examinations

Section 2: The Examination Process (continued)EXAMINATIONSApplications

- Applications must be submitted using an EMPLOYMENT APPLICATION (CSC 4-53); or the application that has been designed for the specific examination, and the supplemental application, if any. In addition, any notification cards - concerning the application and qualifications, testing notification, and examination results - must be completed, with appropriate postage affixed, and attached to the EMPLOYMENT APPLICATION.
- Dates and procedures for filing and for the receipt of supplemental applications and employment verifications are given in each announcement. Failure to submit applications or additional required information by the required dates will preclude participation in the examination.
- Filing periods, which vary, are indicated on each announcement. The Charter requires that promotive examinations have a ten day filing period. As a result, some combined promotive-entrance examinations (CPE) have different closing dates for entrance and promotive applicants.
- Once filed, applications and supporting documents become the property of the Civil Service Commission and cannot be returned. Applications and other examination documents which are the result of an examination conducted by any of the decentralized examination units are also the property of the Civil Service Commission.

Examination Administration

The type of examination is determined by the job analysis and is outlined on the examination announcement. Examination formats may include written, multiple choice examinations; oral interviews; assessment center exercises; or a job related performance test, such as typing or operating a piece of equipment. Often a combination of test types is administered in order to differentiate between candidates. Components of the examination are assigned weights based on the results of the job analysis. A candidate must be successful in each portion of the examination in order to participate in succeeding parts and qualify for a place on the eligible list. Employees who have questions about the examination procedure should review CSC Rule 9 - Examinations.

Promotive Points

- Promotive points, a maximum of thirty for six months of employment and thirty for competent and effective performance for a total of sixty points, are awarded only to those promotive candidates, specifically Temporary Civil Service (TCS) and/or Permanent Civil Service (PCS), who have been successful in the examination.

Subject 6: Examinations

Section 2: The Examination Process (continued)

Promotive Points (cont.)

- Prior to the last phase of the examination, the analyst responsible for the examination will send each candidate's department a REQUEST FOR VERIFICATION OF PERFORMANCE.
 - 1. For each employee the form asks for the date of the most recent performance evaluation (which must have been completed within the last twelve months), the overall rating, the current appointment status and the date of appointment in that status. If employment in the identified status is less than six months, prior employment status and dates are requested. The form also asks for the number of days and dates of any disciplinary suspensions within the last four years.
 - 2. Complete the form and return it to the analyst by the deadline indicated. Failure to comply with the deadline will cause a delay in posting the eligible list or may deny an employee promotive points.

Subject 6: Examinations

Section 3: Eligible Lists

PURPOSE

To provide information about eligible lists and their duration.

DEFINITION

An eligible list is a roster of successful candidates in an examination. The names of the eligibles are listed in rank order by test score.

TENTATIVE LIST OF ELIGIBLES

- Eligible lists are posted for inspection for a minimum of three business days for entrance lists or five business days for combined promotive-entrance and promotive.
- At the conclusion of the posting period and if there are no protests, the eligible list is officially adopted.

DURATION

- An eligible list will expire not less than two nor more than four years from the adoption date. The specific duration of an eligible list is given when the eligible list is posted.
- The duration of an eligible list can not be extended. If a department knows that it plans to make an appointment or appointments shortly after an eligible list is due to expire, the department may submit a requisition or requisitions with a delayed reporting date. This will allow the certification of eligibles from the list and enable the departments to make permanent or temporary civil service appointments.



Subject 7: Personnel Requisitions

Section 1: Types of Requisitions

PURPOSE

To define the types and uses of requisitions.

AUTHORITY

Charter Section 8.329 and Civil Service Commission Rule 11.01 provide that whenever a position is to be filled, the appointing officer shall issue a requisition on the prescribed form.

DEFINITION

A PERSONNEL REQUISITION is a document issued by an appointing officer which notifies the Civil Service Commission, the Mayor and the Controller that the appointing officer intends to fill a position. Using the PERSONNEL REQUISITION FORM (CSC 6-12a), the appointing officer indicates the type of position, its funding source and information about the specific position, including work schedule, shift, location and any applicable special conditions such as bi-lingual ability or specific licenses.

TYPES OF REQUISITIONSPermanent

Used for civil service and exempt positions which are funded by the permanent salaries account (001) and for which service is required indefinitely. The majority of positions fall into this category. The Annual Salary Ordinance lists all positions by department and indicates whether they are permanent or temporary. Permanent PERSONNEL REQUISITIONS may be submitted for only one position per requisition. A new permanent PERSONNEL REQUISITION must be issued each time that a new appointment will be made to the position.

Temporary

- Used for positions which are:

funded by the temporary salaries account (020) and are to be used on a short-term basis, generally six months or less; or

to be filled as a temporary replacement for a permanent employee on leave. In this case, the permanent salaries account (001) may be used; or

funded by grant or project monies; or

awaiting classification action. (See Subject 9: Classification Sections 1 and 2).



Subject 7: Personnel Requisitions

Section 1: Types of Requisitions (continued)

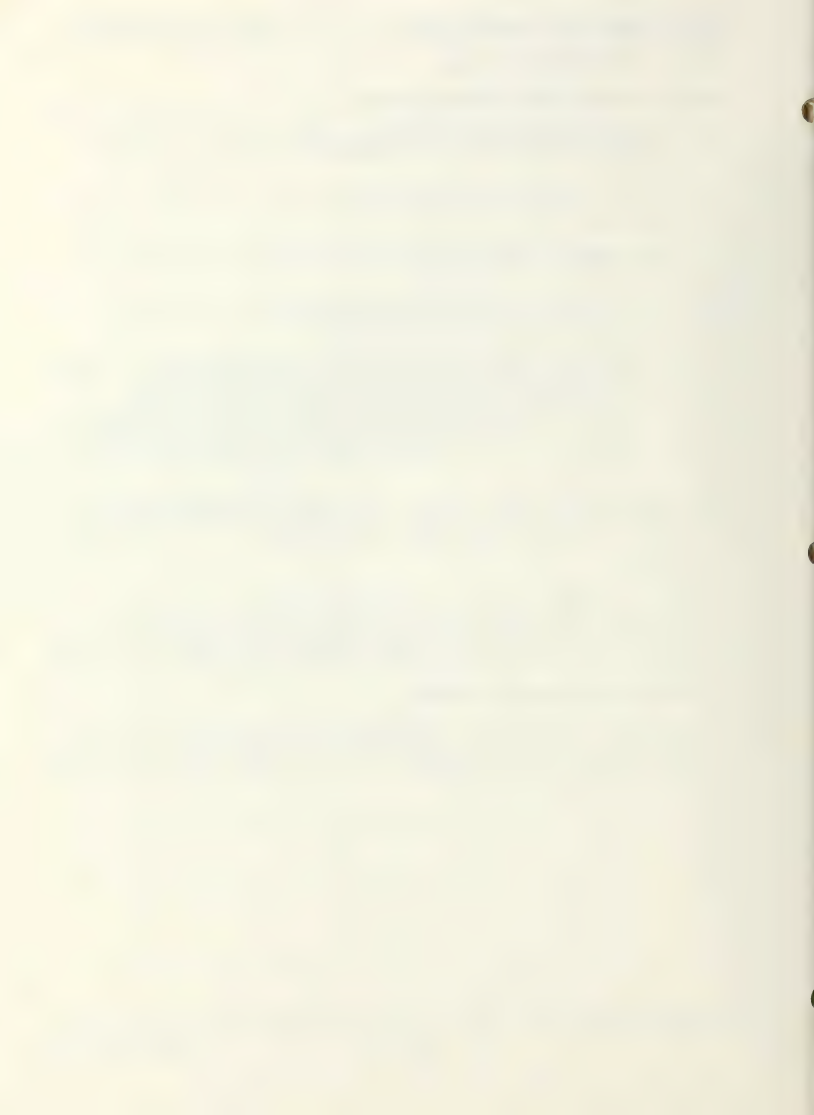
- Temporary PERSONNEL REQUISITIONS may be submitted for more than one employment in the same class and department and for the same time duration.
- Temporary PERSONNEL REQUISITIONS usually expire at the end of each fiscal year.
- A new temporary PERSONNEL REQUISITION is required in the following situations:
 1. each time that a new temporary appointment from a list to the position is going to be made; and
 2. at the end of the fiscal year if so instructed by the Civil Service Commission and/or the Controller. Although all temporary requisitions expire at the end of the fiscal year, they are generally extended automatically. The Civil Service Commission and/or the Controller notifies each department personnel office in advance of the fiscal year end and outlines the procedure to be followed.
- If the duration changes, because, for instance, the need for the temporary employment continues, or the grant or project is extended, submit a REQUISITION MODIFICATION (See Section 4).

As-Needed

Used to make non-civil service or exempt appointments on either a full-time or part-time regular or irregular schedule to cover peak workloads, emergency extra workloads, necessary relief, short-term special projects and other situations involving a fluctuating staff.

Temporary to be Declared Permanent

Used to fill a temporary position which will be an on-going need and will be funded in the department's permanent salary account in the next fiscal year. Temporary declared-permanent requisitions may be submitted for only one employment per requisition.



Subject 7: Personnel Requisitions

Section 1: Types of Requisitions (continued)

TX'd (Diverted)

Used to fill one vacant position at the same or a lower level than the budgeted position. This is always an equal or downward substitution and must be in the same functional area; (i.e. a clerk may be substituted for a secretary but a nurse cannot be substituted for an engineer), and the first salary step of the salary range of the substitute class is the same or less than the first step of the budgeted position. A permanent position may be TX'd by either submitting a temporary or a temporary declared-permanent requisition. In the case of exempt appointments, the use depends on the position being TX'd. You can not down-grade the position of an appointed commissioner, but you can substitute a lower level physician or attorney, in place of a higher level, budgeted position in that series. If the TX'ing is other than a short-term change, the departmental budget should reflect the change in the next fiscal year.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

PERSONNEL REQUISITION

CLASS	TITLE	DATE ISSUED	DEPT. CONTROL NO.	CIVIL SERVICE USE ONLY RQ-	
TYPE <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> EXEMPT. PERM. <input type="checkbox"/> EXEMPT. TEMP. <input type="checkbox"/> TEMPORARY TO BE DECLARED PERMANENT	FUNDING <input type="checkbox"/> A.S.O. ITEM <input type="checkbox"/> DIVERTED (TX) <input type="checkbox"/> WORK ORDER <input type="checkbox"/> GRANT <input type="checkbox"/> PROJECT	WORK SCHEDULE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	WORK SHIFT (CHECK ONLY ONE) <input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVEYARD <input type="checkbox"/> WEEKENDS <input type="checkbox"/> ROTATING <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	LOCATION <input type="checkbox"/> S.F. <input type="checkbox"/> AIRPORT <input type="checkbox"/> PENINSULA <input type="checkbox"/> SUNOL <input type="checkbox"/> MOCCASIN <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	BILINGUAL REQMT (ATTACH CSC FORM 10-7) <input type="checkbox"/> NONE <input type="checkbox"/> SPANISH <input type="checkbox"/> CANTONESE <input type="checkbox"/> TAGALOG <input type="checkbox"/> VIETNAMESE <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS
INTERVIEWER _____ TITLE _____ TELEPHONE _____			SPECIAL CONDITIONS: HAVE THE DUTIES OF THIS EMPLOYEE'S POSITION CHANGED SIGNIFICANTLY SINCE LAST SURVEYED BY THE CIVIL SERVICE COMMISSION? _____		
DATE TO REPORT		SALARY	FOR TEMPORARY REQUISITIONS →	NUMBER OF PERSONS	DURATION
				ALLOTMENT REQUESTED	

SOURCE OF FUNDS	DEPT.	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER	INDEX	PROJECT/PH
POSITION CONTROL	VICE SSN			EXPLAIN VICE:			ENTITLED TO _____ HOURS PAY IN LIEU OF VESTED SICK PAY AT SEPARATION ON: _____ ENTITLED TO _____ HOURS VACATION PAY		

DEPARTMENT	BUREAU OR SUB-DIVISION
IF FOR INTERDEPARTMENTAL SERVICE, I HEREBY CERTIFY THAT THE EMPLOYMENT WILL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ANNUAL SALARY ORDINANCE REGULATING SUCH EMPLOYMENT.	CHIEF ADMINISTRATIVE OFFICER, BOARD, OR COMMISSION
MAYOR _____ SIGNATURE AND TITLE OF APPOINTING OFFICER	CONTROLLER _____ FUNDS AVAILABLE PROVIDED THE NUMBER OF POSITIONS ESTABLISHED BY THE SALARY ORDINANCE DOES NOT EXCEED _____ APPROVED FOR INTERDEPARTMENTAL SERVICE ONLY _____
SIGNATURE	

CIVIL SERVICE COMMISSION (AS TO LEGALITY OF EMPLOYMENT AND COMPENSATION) CLASSIFICATION APPROVED BY _____ BILINGUAL REQUIREMENT APPROVED BY _____	REQUISITION MODIFICATIONS		CERTIFICATIONS/ APPOINTMENTS	
	DOCUMENT	ITEM MODIFIED	DOCUMENT	DATE

Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition

PURPOSE

To provide direction for the preparation and submission of the PERSONNEL REQUISITION form.

DESCRIPTION OF THE FORM

A five page carbon interleaved form (CSC 6-12a) titled PERSONNEL REQUISITION which is color-coded with the distribution noted in the bottom margin.

Copy A - Green:	Civil Service Commission
Copy B - Yellow:	Department
Copy C - Blue:	Controller's Budget Office
Copy D - White:	Mayor's Office
Copy E - Yellow:	Department Suspense

A supply of the PERSONNEL REQUISITION (CSC 6-12a) may be obtained from Room 52-C City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

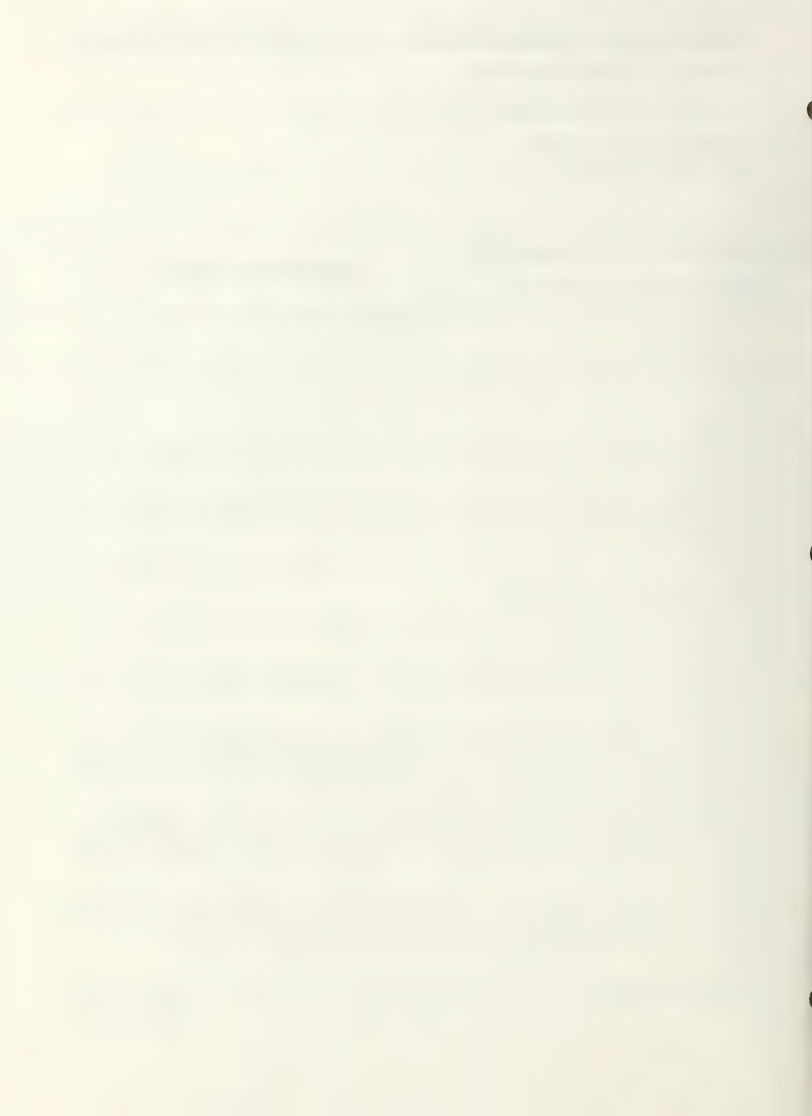
Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition

PREPARATION OF THE FORM

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION		PERSONNEL REQUISITION		
CLASS	TITLE	DATE ISSUED	DEPT. CONTROL NO	CIVIL SERVICE USE ONLY
1	2	3	4	RQ- 5

1. Class Number is a four digit number taken from the budget and/or the official class specification.
2. Title is the exact title of the position which corresponds to the Class Number on the official class specification.
3. Date issued is the date the requisition is typed in the department.
4. Department Control Number
 - A. For Permanent Civil Service Requisitions - a sequential number preceded by the letter P.
 - B. For Permanent Exempt Requisitions - a sequential number preceded by the letter E.
 - C. For Temporary Civil Service Requisitions - a five digit number preceded by the letter T. The first digit corresponds to the fiscal year (i.e., for Fiscal Year 1991-92 the first temporary civil service requisition issued by a department would be T10001).
 - D. For Temporary Exempt Requisitions - a five digit number preceded by the letter F. The first digit corresponds to the fiscal year (i.e., for Fiscal Year 1991-92 the first temporary exempt requisition would be F10001).
 - E. For TX'd Requisitions - a five digit number preceded by the letters TX for civil service requisitions or FX for exempt requisitions. The first digit corresponds to the Fiscal Year as in C above.



Subject 7: Personnel Requisitions

Mandated: Charter Section
8.329Section 2: Initiating a Requisition (continued)

PREPARATION OF THE FORM (cont.)

- F. For Temporary Civil Service As-Needed Requisitions - a four digit number preceded by the letters AN. The first digit corresponds to the fiscal year (i.e., for Fiscal Year 1991-92 the first civil service as-needed requisition issued by a department would be AN1001).
- G. For Temporary Exempt As-Needed Requisitions - a four digit number preceded by the letters FN. The first digit corresponds to the fiscal year (i.e., for Fiscal Year 1991-92 the first exempt as-needed requisition would be FN1001).
- 5. For Civil Service use only; department to leave blank. After requisition is fully approved, the Civil Service Commission will stamp the CSC number in this section and return Copy B to the department.



Subject 7: Personnel Requisitions

Mandated: Charter Section
8.329

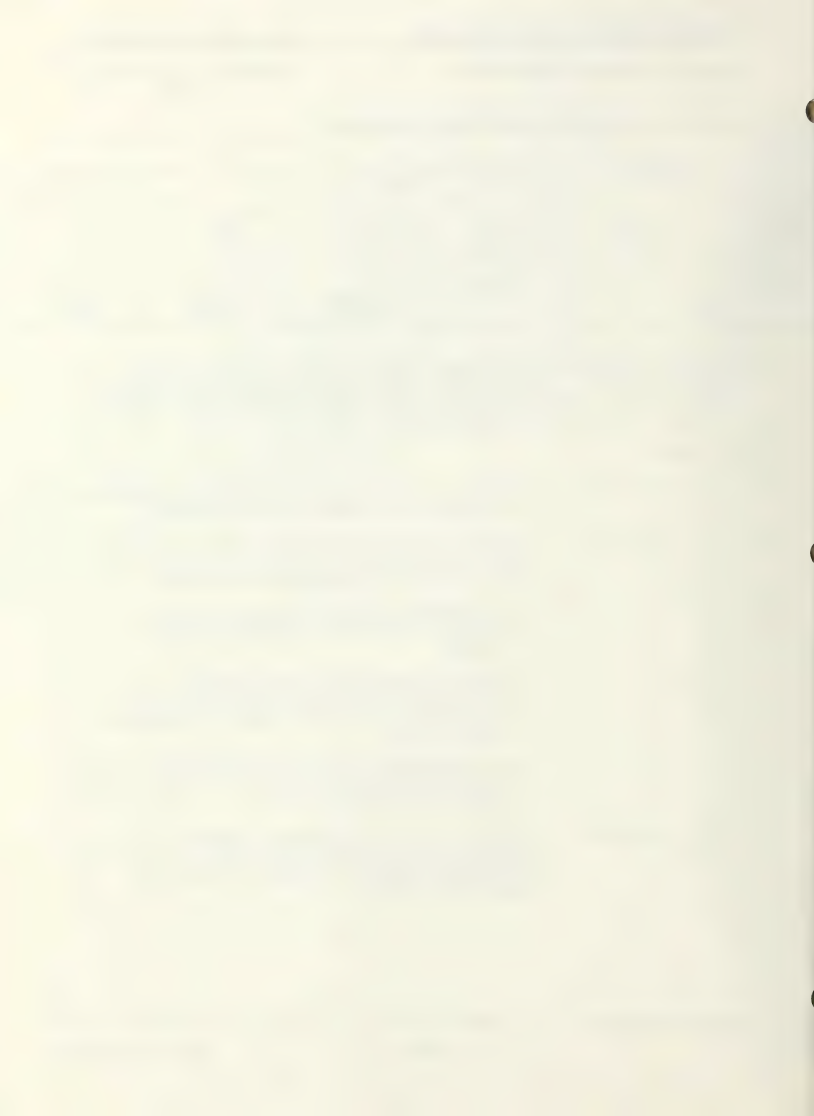
Section 2: Initiating a Requisition (continued)

TYPE	FUNDING	WORK SCHEDULE	WORK SHIFT (CHECK ONLY ONE)	LOCATION	BILINGUAL REQNT (ATTACH CSC FORM 10-77)
6 <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> EXEMPT. PERM <input type="checkbox"/> EXEMPT. TEMP <input type="checkbox"/> TEMPORARY TO BE DECLARED PERMANENT	7 <input type="checkbox"/> A.S.O. ITEM <input type="checkbox"/> DIVERTED (TX) <input type="checkbox"/> WORK ORDER <input type="checkbox"/> GRANT <input type="checkbox"/> PROJECT	8 <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	9 <input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVEYARD <input type="checkbox"/> WEEKENDS <input type="checkbox"/> ROTATING <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	10 <input type="checkbox"/> S F <input type="checkbox"/> AIRPORT <input type="checkbox"/> PENINSULA <input type="checkbox"/> SUNOL <input type="checkbox"/> MOCCASIN <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS	11 <input type="checkbox"/> NONE <input type="checkbox"/> SPANISH <input type="checkbox"/> CANTONESE <input type="checkbox"/> TAGALOG <input type="checkbox"/> VIETNAMESE <input type="checkbox"/> OTHER - SPECIFY UNDER SPECIAL CONDITIONS

6. Type - See description of Types of Requisitions in Section 1 and mark this box accordingly. If the requisition is temporary, attach a statement justifying a Temporary Personnel Requisition (Form CSC 6-40) to Copy A (Green) of the Personnel Requisition.

7. Funding

- A.S.O. Item: Mark this line if the position is shown as permanent or temporary in the Annual Salary Ordinance.
- Diverted: (TX or FX) Mark this line if the funding for an A.S.O. item is being used to fund a position in a different class when all of the following conditions are met:
 1. The budgeted position is vacant due to the incumbent's permanent separation or leave of absence;
 2. The first step of the salary range for the substitute position is the same or less than the first step of the salary range of the budgeted position, and
 3. The substituted position is in the same functional area as the budgeted position; i.e. a clerk typist replacing a secretary.
- Work Order: Mark this line if the permanent, temporary or temporary declared permanent position is funded in the department by another department in return for specified services.



Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

- Work Order: (cont.)

For example: the Registrar of Voters might need a Truck Driver for three months. Rather than establish a position, the money is work-ordered to Public Works which issues a temporary requisition for a Truck Driver to work for the Registrar of Voters.

- Grant: Mark this line if special federal, state or other grant funds are used to fund the position.
- Project: Mark this line if a special project approved in the budget is used to fund the position.

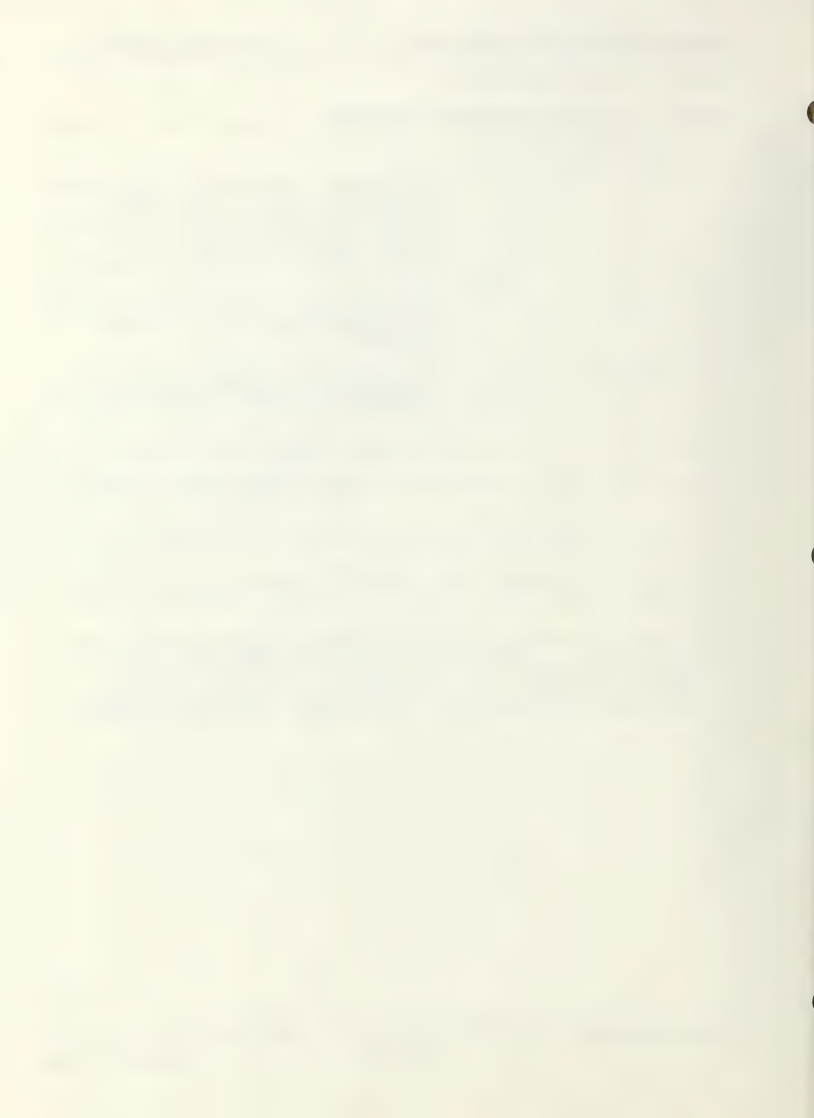
8. Work Schedule - Mark only one according to number of hours worked.

9. Work Shift - Mark only one according to time employee will be required to work.

Mark only one shift. If there are variations, mark "Rotating".

10. Location of the position - Mark according to where the employee will be assigned.

11. Bilingual Requirement - If there is a need for bilingual service in the position, mark the appropriate box and attach a REQUEST FOR LANGUAGE REQUIREMENT form (CSC 10-77) to the Green and Yellow copies of the PERSONNEL REQUISITION. Be sure to mark "None" if there is no bilingual requirement (See Appendix A for copy of REQUEST FOR LANGUAGE REQUIREMENT).



Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

INTERVIEWER _____ 12 _____	SPECIAL CONDITIONS:	
TITLE _____	13	
TELEPHONE _____	HAVE THE DUTIES OF THIS EMPLOYEE'S POSITION CHANGED SIGNIFICANTLY SINCE LAST SURVEYED BY THE CIVIL SERVICE COMMISSION? 14	REPLACES REQUISITION NO 15

12. The Interviewer is the person to be contacted by the eligibles who are certified to the position. Departmental procedures vary on the completion of this block. Most departments insert the name of the personnel officer or personnel clerk in order to maintain control over the requisition and appointment process. When an eligible calls in response to the certification, he or she is referred, if necessary, to the manager who will make the selection.
13. Special Conditions - Indicate any special requirements of the position which were not specified on the examination announcement. See Appendix B for examples of standardized language to be used for special conditions. Space limitations require a maximum of 60 characters for this section.
14. Change in Duties - Answer Yes or No. If the duties of the position have changed, answer "Yes" and attach a POSITION CLASSIFICATION QUESTIONNAIRE (See Subject 4 - Classification) to the Green and Yellow copies of the PERSONNEL REQUISITION.
15. Replaces Requisition Number - If there was a previous PERSONNEL REQUISITION for the position, use this space to enter the CSC Number of the last PERSONNEL REQUISITION.

Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

DATE TO REPORT	SALARY	FOR TEMPORARY REQUISITIONS →	NUMBER OF PERSONS	DURATION	ALLOTMENT REQUESTED
16	17		18	19	20

16. Date to Report is the date on which funds will be available to compensate an employee in the position. An employee may not be compensated in the position prior to the Date to Report.
17. Salary is the bi-weekly salary range for the class as indicated in the Salary Standardization Ordinance.
18. For temporary PERSONNEL REQUISITIONS (including as-needed) only, indicate the number of persons who may be employed against this PERSONNEL REQUISITION. One temporary requisition may be issued for any number of temporary employments, provided they are all in the same class, with the same salary range and for a period of time not to exceed the life of the requisition. For example, the Registrar of Voters may want to hire 100 - 1404 Clerks for two days to help with an election; in this case, only one requisition is needed.
19. For temporary PERSONNEL REQUISITIONS only, indicate the date on which funding for the requisition will end, but not beyond June 30 of the fiscal year for which the requisition is issued.
20. For temporary and temporary-declared permanent PERSONNEL REQUISITIONS only, indicate the amount of money from the budget to be allotted to compensate employee(s) working against the requisition during the life of the requisition.

Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

SOURCE OF FUNDS	21	DEPT. a	DIV b	SEC c	FUND d	OBJECT e	CLASS f	POSITION NUMBER g	INDEX h	PROJECT/PH i
-----------------	----	------------	----------	----------	-----------	-------------	------------	-------------------------	------------	-----------------

21. The source of funds section should be completed as follows:

FOR ANNUALLY
BUDGETED POSITIONS

FOR NON-ANNUALLY
BUDGETED POSITIONS

- | | | |
|----|--------------------------|--------------------------|
| a. | As detailed | Department to be charged |
| b. | in the Annual | Division to be charged |
| c. | Salary Ordinance | Section to be charged |
| d. | or the final budget | Fund to be charged |
| e. | document (Phase D BPrep) | Object to be charged |
| f. | Budgeted Class | Actual Class |
| g. | Assigned by Department | Assigned by Department |
| h. | As detailed in the | Index Code to be charged |
| i. | Annual Salary Ordinance | Project/Phase to be |
| | or the final budget | charged |
| | document (Phase D BPrep) | |

POSITION CONTROL	22	VICE SSN a	EXPLAIN VICE b	ENTITLED TO _____ HOURS PAY IN LIEU OF VESTED SICK PAY AT SEPARATION OR ENTITLED TO _____ C _____ HOURS VACATION PAY
------------------	----	---------------	-------------------	--

22. Position Control refers to information about the previous incumbent and/or the previous funding for the position:

- | | | |
|---|--------------|---|
| a | VICE SSN | Social Security Number of the previous incumbent in the position, if applicable. |
| b | EXPLAIN VICE | Name of the previous incumbent in the position, if applicable, the type of separation (resignation, retirement etc.) and the date of separation. There must always be an explanation: for new positions, type "new in 199 budget;" or cite work order number and the department issuing the work order, or cite the name of the grant, etc. |
| c | ENTITLED TO | Number of paid hours of vested sick pay to which a <u>retiring</u> employee is entitled. The Departmental payroll clerk will have that information. While vested sick pay being paid, the employee is still on the payroll and technically still occupies the position. Therefore, a permanent appointment cannot be made against the position until the retiring employee is paid for vested sick leave. The separation date will determine the earliest date to report. (See Section 5 - Immediate Filing of a Vacancy) |

Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

DEPARTMENT 23	BUREAU OR SUB-DIVISION 24
IF FOR INTERDEPARTMENTAL SERVICE, I HEREBY CERTIFY THAT THE EMPLOYMENT WILL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ANNUAL SALARY ORDINANCE REGULATING SUCH EMPLOYMENT 25 SIGNATURE AND TITLE OF APPOINTING OFFICER	CHIEF ADMINISTRATIVE OFFICER, BOARD, OR COMMISSION 26
WATOR 27 SIGNATURE	CONTROLLER FUNDS AVAILABLE PROVIDED THE NUMBER OF POSITIONS ESTABLISHED BY THE SALARY ORDINANCE DOES NOT EXCEED APPROVED FOR INTERDEPARTMENT SERVICE ONLY 28

23. Type the Department Name
24. Bureau or Sub-Division is required only for large departments divided into bureaus and/or sub-divisions (i.e. Public Health, Public Utilities, etc.).
25. Signature of the Appointing Officer or designee (Only those persons who have a Signature Authorization Card on file with the Civil Service Commission may sign a PERSONNEL REQUISITION).
26. Bureau heads may sign PERSONNEL REQUISITIONS for internal departmental control but this section is not required for Civil Service purposes.
27. The Chief Administrative Officer's signature is required for PERSONNEL REQUISITIONS in departments under the Chief Administrative Officer's jurisdiction. For departments governed by a board or commission, a signature is not required in this section unless the requisition is to be used for a position appointed by the Commission, i.e. department head.
28. Controller's approval is required for all PERSONNEL REQUISITIONS. When completed by the Controller's staff, the blue copy of the PERSONNEL REQUISITION will be forwarded by the Controller's Office to the Civil Service Commission Time-roll Audit Unit.

Subject 7: Personnel Requisitions

Section 2: Initiating a Requisition (continued)

CIVIL SERVICE COMMISSION TO LEGALITY OF EMPLOYMENT AND COMPENSATION)	REQUISITION MODIFICATIONS		CERTIFICATIONS/APPOINTMENTS	
	DOCUMENT	ITEM MODIFIED	DOCUMENT	DATE
CLASSIFICATION APPROVED BY: _____				
ANNUAL REQUIREMENT APPROVED BY: _____				

-12a (REV. 1/86)

CIVIL SERVICE

FOR CSC USE ONLY

The Civil Service Commission staff will use this section to indicate approval of the requisition and to record all modifications, certifications and/or appointments.

Subject 7: Personnel Requisitions

Section 3: The Path of a Personnel RequisitionPURPOSE

To describe the method of submission of the copies of a personnel requisition and the approval process.

SUBMISSION OF THE PERSONNEL REQUISITION

After the PERSONNEL REQUISITION is fully approved in the department, the department simultaneously routes the copies as follows:

Copy A - Green and
Copy B - Yellow

To CSC Timeroll Audit Unit, Room 52D
City Hall. A REQUEST FOR LANGUAGE
REQUIREMENT (CSC 10-77) must be attached
if bi-lingual ability is required
(See Appendix A)

Copy C - Blue

To the Controller's Budget Office,
Room 109 City Hall

Copy D - White

To the Mayor's Budget Office,
Room 205 City Hall

Copy E - Yellow

Retained in the department until
approved copy returned by the CSC
Certification Unit

APPROVAL PROCESSMayor's Office

Reviews the PERSONNEL REQUISITION to determine the need for the service. If approved, the copy is sent to the Controller's Budget Office.

Controller's Budget Office

1. Logs the PERSONNEL REQUISITION and sends it to the fund accountant for that department who
 - a. certifies that funds are available and returns the copy to the Controller's Budget Office, OR
 - b. if funds are not available, notifies the department and retains the copy until funds become available or the PERSONNEL REQUISITION is cancelled by the department.

Subject 7: Personnel Requisitions

Section 3: The Path of a Personnel Requisition (continued)

2. When the Mayor's approval is received, records the Mayor's approval and forwards the blue copy to the CSC Timeroil Audit Unit. This process usually takes from two to five working days.

Civil Service Timeroil Audit Unit

Logs the PERSONNEL REQUISITION, uses the Position Control information to determine if a vacancy exists, and uses the Salary Standardization Ordinance to determine that the rate of pay is correct. If approved, sends both copies to the Civil Service Commission Classification Unit with the REQUEST FOR LANGUAGE REQUIREMENT, if submitted, attached. If disapproved, notifies the department of any errors and holds the PERSONNEL REQUISITION until corrected or cancelled.

Civil Service Classification Unit

1. Reviews the PERSONNEL REQUISITION for (a) match with Annual Salary Ordinance, (b) classification problems, previous or on-going classification studies or recent Commission action, (c) temporary declared permanent request, (d) appropriateness of TX'ing request, and (e) special conditions, if any.
2. If there are questions in connection with any of the areas listed above, contacts the department; may hold the PERSONNEL REQUISITION until a response is received.
3. If requested and approved, declares a Temporary to be Declared Permanent requisition permanent, logs this action and forwards Copies A and B to Timeroil Audit.
4. If a temporary PERSONNEL REQUISITION, approves as to classification and forwards Copies A and B to Civil Service Commission Salary Unit for review of temporary nature.
5. If there is a bi-lingual requirement or the requisition is for a Rule 34 - Employment of the Severely Disabled Appointment, forwards Copies A and B to CSC Equal Employment Opportunity Unit.
6. If the PERSONNEL REQUISITION is disapproved, initiates a letter, sends Copy B and the letter to the department and sends Copy A and a copy of the letter to the Timeroil Audit Unit.
7. When there are special conditions/qualifications of employment noted on the PERSONNEL REQUISITION:
 - a. If approved, the special condition is recorded on a log for submission of a report to the Civil Service Commission requesting approval of an Exception to the Order of Lay-Off.
 - b. If disapproved, the department is notified. This disapproval may be appealed to the Civil Service Commission.

Subject 7: Personnel Requisitions

Section 3: The Path of a Personnel Requisition (continued)

Civil Service Salary Unit (Temporary Requisitions Only)

1. Determines if the temporary PERSONNEL REQUISITION remains temporary or should be declared permanent.
2. Initiates a letter to the department if the PERSONNEL REQUISITION is declared permanent; sends Copies A and B with copy of letter to Timeroll Audit Unit.

Civil Service Equal Employment Opportunity Unit

(Bilingual Requirements and Rule 34 Appointments Only)

1. If a REQUEST FOR LANGUAGE REQUIREMENT form (CSC 10-77) is attached, or if the request is for a Rule 34 Appointment of the Severely Handicapped, reviews and approves the PERSONNEL REQUISITION; sends Copies A and B to Timeroll Audit Unit; and notifies the Assistant Secretary's Office where a report to the Commission requesting an Exception to the Order of Lay-Off is prepared.
2. If disapproved, initiates letter to the department, forwards letter to department; forwards a copy of the letter and Copies A and B to Timeroll Audit Unit. The disapproval may be appealed by the department to the Civil Service Commission.

Assistant Secretary's Office

(All Requisitions with Special Conditions of Employment)

When requisitions with special conditions which may result in exceptions to the order of lay-off have been recommended for approval by the Classification or EEO Units, they are calendared by the Assistant Secretary for Civil Service Commission approval. Departments are notified of the date of hearing and of the Commission's action on the matter. (See also Subject 15 - Separations III - Layoff).

Civil Service Timeroll Audit Unit

1. Receives Copies A and B, matches them with Copy C, and records them.
2. Returns Copy C to the Controller.
3. Sends Copies A and B to Civil Service Certification Unit.

Civil Service Certification Unit

1. Assigns a Civil Service Requisition Number and enters the PERSONNEL REQUISITION into the computer system.
2. Returns Copy B with the Civil Service Commission Requisition Number (CSC No.) stamped on it to the department.
3. Begins the certification process (See Subject 8).

**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

REQUISITION MODIFICATION
USE A SEPARATE FORM FOR EACH TYPE OF TRANSACTION

DEPARTMENT			DEPT	DIV	SEC	DATE ISSUED	DEPT CONTROL NO.	CIVIL SERVICE USE ONLY	
								RM-	
CSC REQUISITION NUMBER									
DEPT REQUISITION									
CLASS									
ORIG RQ TYPE									
ORIG FUNDING									
EFFECTIVE DATE									

1 ☐ CANCEL (DISTRIBUTE COPIES A/B TO CIVIL SERVICE; C TO CONTROLLER)

2 ☐ EXTEND TIME (DISTRIBUTE COPIES A/B TO CIVIL SERVICE; C TO CONTROLLER; D TO MAYOR)

NUMBER OF PERSONS									
B: WEEKLY SALARY									
ORIG DURATION									
NEW DURATION									
ALLOTMENT									
INDEX									
SUBJECT									
PROJECT PH									

3 ☐ CHANGE FUNDS (DISTRIBUTE COPIES A/B TO CIVIL SERVICE; C TO CONTROLLER)

NEW FUNDING									
FUND									
OBJECT									
CLASS									
POSITION									

4 ☐ DECLARE PERMANENT (DISTRIBUTE COPIES A/B/C TO CIVIL SERVICE)

REASON	
--------	--

5 ☐ ADDITION OR CHANGES OF SPECIAL CONDITIONS (DISTRIBUTE COPIES A/B TO CIVIL SERVICE)

SPECIAL CONDITIONS	
--------------------	--

APPOINTING OFFICER	CONTROLLER FUNDS AVAILABLE PROVIDED THE NUMBER OF POSITIONS ESTABLISHED BY THE SALARY ORDINANCE DOES NOT EXCEED APPROVED FOR INTERDEPARTMENTAL SERVICE ONLY
CAO, BOARD OR COMMISSION	

APPROVED	CIVIL SERVICE USE ONLY							
1 POSITION AUDIT								
4 OR 5 BY CLASSIFICATION								
1 CERTIFICATION SUPERVISOR								
REQUISITION								
LOG POSTED								

Subject 7: Personnel RequisitionsSection 4: Requisition Modification

PURPOSE

To describe the uses of a REQUISITION MODIFICATION and to provide instructions for the completion of the form.

DEFINITION

A REQUISITION MODIFICATION (CSC 6-12) is the form used when a department wants to (1) cancel, (2) extend the time, (3) change funds, (4) declare permanent or (5) add or change special conditions of a requisition or group of requisitions. A separate form must be used for each of the five types of modification, but it is possible to modify as many as seven requisitions on one form as long as they are all modified in the same way.

DESCRIPTION OF THE FORM

A five page carbon interleaved form (CSC 6-12) titled REQUISITION MODIFICATION which is color-coded with the determination noted in the bottom margin (See facing page):

Copy A - Green	Civil Service Commission
Copy B - Yellow	Department
Copy C - Blue	Controller's Budget
Copy D - White	Mayor
Copy E - Yellow	Department Suspense

A supply of the REQUISITION MODIFICATION form may be obtained from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

Subject 7: Personnel Requisitions

Section 4: Requisition Modification (continued)

USE OF THE REQUISITION MODIFICATION1. Cancel a Requisition

A requisition may be cancelled for a number of reasons including, but not limited to, funding problems, failure of an anticipated vacancy to materialize, departmental reorganization, etc. These requests are routinely approved unless the first phase of an examination has been completed or a certification from the eligible list has been made. The "first phase of an examination" is defined as the first selection device which distinguishes among candidates qualified to participate in the examination process; i.e. a screening committee review of training and experience, or written, oral or performance examination. If the "first phase" has been completed or a certification has been made, the request to cancel the requisition will be denied. Exceptions to this policy may be made if there is a lack of funds, subject to review by the Controller's Office; or reclassification or reorganization that resulted from a departmental request made prior to the administration of an examination.

2. Extend the Time of a Requisition

A temporary requisition may be extended for reasons which include, but are not limited to, receipt of additional funding for grant or project employment, a later than anticipated original start work date, the extension of a leave by the permanent incumbent, etc. Because this modification affects funding and employment, it is reviewed by the Mayor and the Controller as well as Civil Service Commission.

3. Change Funds

The reasons for a funding change may include, but are not limited to, change of grant or project funding, change from temporary to permanent salary funding, etc. This type of modification is reviewed by the Controller as well as the Civil Service Commission.

4. Declare Permanent

When a temporary requisition has been submitted and is in process or approved, the department may decide that the duration of the need for service in the position is such that the requisition should be declared permanent in nature. Among the reasons for declaring a requisition permanent are an extended leave of absence by a permanent incumbent in the position, budget approval of the position in the next year's budget, commitment of project funding for more than one year, etc.

When a requisition has been declared permanent, a permanent appointment of an eligible from a list may be made.



Subject 7: Personnel Requisitions

Section 4: Requisition Modification (continued)5. Addition or Changes of Special Conditions

When there is a change in the requirements of the position after the requisition has been submitted and BEFORE a certification of eligibles is mailed, the department may submit a REQUISITION MODIFICATION to add or change the conditions. See Appendix B for standardized language for Special Conditions to be used in this section.

- It is the policy of the General Manager, Personnel not to approve the addition or changes of Special Conditions once certifications have been issued.
- If a language requirement is to be added, a REQUEST FOR LANGUAGE REQUIREMENT (CSC 10-77) must be attached to the REQUISITION MODIFICATION (See Appendix A).
- If the position is to be designated for a Rule 34 appointment - Employment of Individuals who are Severely Disabled, indicate "Rule 34 appointment" AND attach the necessary documentation. (See Subject 8: Employment of Individuals who are Severely Disabled, Section 2)
- If a special condition which was not described in the most recent examination announcement is to be added, attach a memorandum justifying the new special condition to the REQUISITION MODIFICATION form.

DISTRIBUTION OF THE REQUISITION MODIFICATION

After the REQUISITION MODIFICATION has been signed by the Appointing Officer and the Chief Administrative Officer, Board or Commission, if applicable, the copies are distributed as indicated on the form for each type of modification.

Copy B (Yellow) will be returned to the department by the Civil Service Commission staff when the REQUISITION MODIFICATION is fully approved.



Subject 7: Personnel Requisitions

Section 5: Path of a Requisition Modification

PURPOSE

To describe the method of submission of a REQUISITION MODIFICATION by a department and the approval process.

PATH OF A REQUISITION MODIFICATION

The Path of a REQUISITION MODIFICATION is determined by the type of modification requested. In all cases, department retains Copy E until REQUISITION MODIFICATION is fully approved.

1. CANCELLATION OF PERSONNEL REQUISITION

Copies A and B	CSC Certification Unit
Copy C	Controller's Budget Office
Copy D	Not required

If approved by Civil Service staff, Copy B is returned to the department and Copy A is recorded and retained in Civil Service Commission Certification Unit.

If disapproved by Civil Service staff, the department is notified by letter.

Controller's Budget Office receives a copy for record-keeping purposes only.

2. TIME EXTENSION

Copies A and B	CSC Timeroll Audit Unit
Copy C	Controller's Budget Office
Copy D	Mayor

The path is the same as that of a PERSONNEL REQUISITION (See Section 3).

3. CHANGE OF FUNDS

Copies A and B	CSC Timeroll Audit Unit
Copy C	Controller's Budget Office
Copy D	Not required

Subject 7: Personnel Requisitions

Section 5: Path of a Requisition Modification

When approved, Controller's Office sends approved copy to CSC Timeroll Audit Unit where the change is recorded. Copy C is returned to the Controller by CSC staff. After entry is made in the computer by the CSC Certification Unit, Copy A is filed and Copy B is returned to the Department.

4. DECLARATION OF PERMANENCY

Copies A, B and C

CSC Timeroll Audit Unit

Copy D

Not required

CSC Timerooll Audit sends all copies to the Civil Service Commission Classification Unit for approval. When approved, CSC staff sends Copy C to Controller. CSC Certification Unit records the modification, retains Copy A and sends Copy B to the Department.

5. SPECIAL CONDITIONS

Copies A and B

CSC Timeroll Audit Unit

Copies C and D

Not required

CSC Timeroll Audit Unit forwards both copies A and B to CSC Equal Employment Office if the Special Condition is bi-lingual ability or a Rule 34 Appointment of the Severely Disabled. All other Special Conditions are sent by the CSC Timeroll Audit Unit to the Civil Service Commission Classification Unit.

If disapproved, the Classification or EEO Unit notifies the department. The department may appeal this decision to the Civil Service Commission.

If the Special Condition is approved, Copies A and B are returned to the CSC Timeroil Audit Unit for approval of the REQUISITION MODIFICATION. The CSC Certification Unit records the modification, retains Copy A, returns Copy B to the Department, and begins the certification process.

The CSC Classification and EEO Units also prepare a log of approved special conditions of employment. This log is sent to the Assistant Secretary's Office where a report to the Civil Service Commission is prepared requesting approval for an Exception to the Order of Lay-Off. The department is notified of the time and date of the hearing and of the Commission's action.

FILE NO. _____

RESOLUTION NO. _____

1 APPROVING IMMEDIATE FILLING OF VACATED POSITION of 8310 SHERIFF'S LIEUTENANT
2 SHERIFF'S DEPARTMENT
3

4 RESOLVED, That pursuant to the provision of Section 10, Subsection 1 of the
5 current Annual Appropriation Ordinance, the immediate filling of Classification
6 8310 Sheriff's Lieutenant, Sheriff's Department, requested by the appointing
7 officer, and recommended by the General Manager, Personnel, and the Mayor
8 is hereby approved.
9
10
11
12
13

14 REQUEST POSITION BE
15 FILLED IMMEDIATELY.

RECOMMENDED POSITION BE
FILLED IMMEDIATELY.

16 John Q. Walsh *pk*
17 General Manager
18 Personnel
19

FUNDS AVAILABLE:

20 _____
21 Controller
22 01-001
23 06 00 00
24 306589 0010
25 39,313
26
27
28

Michael Hemminger
Sheriff

John Q. Walsh
Mayor

Subject 7: Personnel Requisitions

Section 6: Immediate Filling of a Vacancy

PURPOSE

To describe the process by which a department obtains permission to immediately fill a vacancy when an employee who performs a critical function retires or resigns with vested sick leave credits. While the employee is being paid for these credits, the salary for the position is encumbered and the department cannot replace the employee.

FUNDING

- If the department has funds in its permanent or temporary salary account to pay a replacement, follow the procedure described below.
- If the department does not have funds to pay for the replacement, submit a request for a supplemental appropriation (contact your department's fiscal officer or the Controller) and then follow the procedure described below.

REQUEST

The request takes the form of a letter to the General Manager, Personnel and a resolution for approval by the Board of Supervisors.

1. Prepare a letter from the appointing officer to the General Manager, Personnel which identifies the position, its location in the department's organization, when and why it is or will be vacant, and how long the funds will be needed for payment to the previous incumbent for vested sick leave with pay credits.
2. Prepare the resolution. See facing page for a sample resolution.
3. Send the letter and the resolution which has been signed by the appointing officer to the General Manager, Personnel. When approved by the General Manager, Personnel it is forwarded to the Mayor's Office. If disapproved, the department is notified by the Civil Service Commission staff.
4. The Mayor's Office obtains the signature of the Mayor or a Deputy and forwards the signed resolution to the Controller's Budget Office.
5. The Controller determines if funding is available and forwards the resolution to the Board of Supervisors.
 - a. If funding is available, the Controller will so certify and forward the resolution to the Board of Supervisors.
 - b. If there is a funding problem, the Controller will so notify the department's accounting office.

Subject 7: Personnel Requisitions

Section 6: Immediate Filling of a Vacancy (continued)

BOARD OF SUPERVISORS

The Clerk of the Board calendars the resolution.

The request is referred by the full Board to the Finance Committee, which recommends approval or denial to the full Board for action. If approved by the full Board it is forwarded to the Mayor's Office for signature.

PAYROLL FORMS

The department requesting the Immediate Filling of a Vacancy must also prepare the following documents which may be submitted either at the time the Resolution is prepared or after it is approved.

1. REQUEST FOR COMPENSATION IN LIEU OF VACATION (PPSD-1077) is prepared and sent to the Payroll Personnel Services Division (PPSD), 160 South Van Ness Avenue.
2. REQUEST FOR COMPENSATION IN LIEU OF SICK LEAVE WITH PAY FOR MISCELLANEOUS EMPLOYEES (FORM-372) is prepared and sent to the Civil Service Commission Timeroll Audit Unit, Room 52D City Hall.
3. Payroll Action Report (PAR) is prepared and sent to Payroll Personnel Services Division (PPSD) to reflect the retirement.
4. SEPARATION REPORT (CSC 1-67) is prepared in accordance with the procedures outlined in Subject 13.
5. PERSONNEL REQUISITION is prepared and initiated in accordance with the procedures outlined in Section 3. NOTE: In the "EXPLAIN VICE" section of the PERSONNEL REQUISITION, type the name of the retiree, the Board of Supervisors' Resolution Number and the date of the Mayor's signature.

Section 7: Flexible Staffing

PURPOSE

To describe the process of preparing PERSONNEL REQUISITIONS for positions which are flexibly staffed.

The concept of flexible staffing is defined in Subject 8, Certification of Eligibles, Section 1 - General Information.

PROCESS

1. Prepare a PERSONNEL REQUISITION which has been TX'd (diverted) from the higher class in which there is a budgeted position to the lower class in which the appointment will be made.
2. In the position control "explain vice" section write "for flexible staffing assignment."
3. Route copies as described in Section 2 above.
4. When the specified period, usually one year, of qualifying service in the lower class has been completed, submit a PERSONNEL REQUISITION in the higher class.
 - In the box labeled "special conditions" type "for Flexible Staffing appointment of (appointee's name)."
 - In the box labeled "replaces requisition number, indicate both the department control number and the REQUISITION number of the first PERSONNEL REQUISITION.
5. Route copies as described in Section 2 above.

NOTES:

1. When the replacement PERSONNEL REQUISITION is being prepared, the department must also prepare and submit a REQUEST FOR REMOVAL OF WAIVER/FLEXIBLE STAFFING POSITION (see Subject 8, Section 7 - Waivers). Once the waiver is lifted, the individual named on the replacement requisition may be certified under the Rule of One. (See Subject 9 - Personnel Appointments).
2. A flexible staffing promotion is not automatic and may be delayed to due unavailability of PERSONNEL REQUISITIONS in the higher class, expiration of the eligible list in the higher class, or budgetary restrictions.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

REQUEST FOR LANGUAGE REQUIREMENT

Submit this form, supporting documentation, and the appropriate requisition to Civil Service Commission, EEO Unit, 151 City Hall.

DEPARTMENT: _____ DEPT RQ #: _____
 DIVISION/UNIT: _____ CSC RQ #: _____
 WORK LOCATION: _____

CLASS/TITLE: _____ LANGUAGE: _____
 INCUMBENT'S NAME: _____ STATUS: PCS TCS LT NCS PE TE
 IMMEDIATE SUPERVISOR: _____ PHONE: _____

1. Briefly describe the function of the Division/Unit.
2. List all of the duties that the employee filling this particular position will perform, the approximate hours per week for each duty, and the estimated hours that the employee will be required to use the requested language.

<u>Duties</u>	<u>Hrs/Week</u>	<u>Hrs in Requested Language</u>
---------------	-----------------	----------------------------------

3. Give justification for this request (e.g. clientele, students, etc).
4. What documentation can the department provide to justify that the need for bilingual services exists? (e.g. surveys, logs, etc) Attach documentation.

APPENDIX B

STANDARDIZED LANGUAGE FOR SPECIAL CONDITIONS SECTION OF PERSONNEL REQUISITION OR REQUISITION MODIFICATION FORM.

Listed below are examples of standard and abbreviated language to be used when completing the Special Condition Section of a PERSONNEL REQUISITION or a REQUISITION MODIFICATION form:

BILINGUAL

When a bilingual skill is required which is not enumerated in the Bilingual Skills Section of the PERSONNEL REQUISITION, the following format will be used:

LANGUAGE: (specify language)

COMPUTER PROGRAMMING AND OPERATIONS RELATED

When a programming or operations related qualification is required, the following terms will be used:

BASIC	COBOL	
C	COMPUTER LANGUAGE	ASSEMBLER
PLI	DATA BASIC	
PICK/REVELATION		OS
DOS/VM	DOS/VSE/VM	
RSTS	DEC PDPII	
IBM	SYS 38	4341 DOS
TELEPROCESSING		HONEYWELL

HEALTH RELATED

When health related experience is required, the following terms will be used:

Forensic Services	Children's Programs
Geriatrics	Critical Care
Emergency Room	Family Health
Labor & Delivery	Gay Services
Ambulatory Care	Toxics/Poison Control
Nursery Care	Children's Psychiatric
Substance Abuse	Sexual Trauma
Neurosurgery	Activity Therapy

OTHER STANDARDIZED LANGUAGE

When shorthand, typing, licenses, certificates heavy lifting or experience are required, the following formats will be used:

SHORTHAND: (WPM)
TEN-KEY
CERT: (TYPE OF CERTIFICATE)
TYPING: (W/MIN)
LIC: (TYPE OF LICENSE)
HEAVY LIFTING: lbs.
EXP:

ABBREVIATED LANGUAGE

Listed below are examples of how standardized language is used to abbreviate submitted language:

<u>Special Condition</u>	<u>Abbreviated</u>
Subject to seasonal variation in scheduling	
As needed	
on call 24 hours for emergency	On Call
Required to work 6 day week	Work 6 day week
Possible Overtime	Overtime
Work schedule to be determined by department	Shift: Possible Night/Weekends/Holidays
Part-time: 25 hours per week	25 hours per week
Minimum Experience: Mental Health investigation	Exp: Mental Health investigation (specify time)
Valid FCC 1st or 2nd Class Radio/Tel. License	Lic: FCC Class I or II
Valid California Driver's License	Lic: Cal Driver
Valid Waste Water Certificate Grades I to V	Cert: Waste Water Grades I to V
Ability to Lift 75 lbs.	Hvy Lft: <u>75 lbs.</u>





Subject 8: Certification of Eligibles**Section 1: General Information**

PURPOSE: To define the terms and outline the general provisions which pertain to the process of certifying eligibles from civil service lists.

DEFINITIONS AND GENERAL PROVISIONS**Appointing Officer**

An elected or appointed department head acting under the civil service provisions of the Charter and Civil Service Commission Rules with authority to appoint, discipline or remove employees. Heads of bureaus, any utility or institution within a large department may be designated the appointing officer by the department head under certain conditions. (Charter Section 3.501)

Certification

The process by which the names of eligibles are referred (certified) to an appointing officer for consideration for appointment to a position in the City and County Service. Certification requires a valid requisition (see Subject 7 - Personnel Requisitions) and either: an eligible list; a holdover roster; a request for transfer, reinstatement or reappointment; a near list, or a reemployment register.

Eligible

An individual who has standing (rank) on an eligible list as the result of having passed a civil service examination. (CSC Rule 2.14 and 2.15)

Eligible List

A register of the names, arranged in rank order, of successful candidates in an examination for a civil service classification.

There are three types of eligible lists:

Entrance (E) in which all candidates are treated as new to city service; no promotive points are awarded to any candidate.

Promotive (P) in which all candidates must be current employees; promotive points may be awarded to all candidates.
(See Subject 6 - Examinations)

Combined Promotive and Entrance (CPE) in which candidates with current City and County service are treated as promotive and may be awarded promotive points, while candidates without City and County service are treated as "entrance."

Subject 8: Certification of Eligibles**Section 1: General Information (continued)**

Flexible Staffing

The process by which an appointing officer employs (appoints) an individual from an entry or trainee level eligible list to fill a position budgeted at the journey level in the same occupational series.

- In a flexible staffing situation, an eligible is ranked on two eligible lists, one for the lower class (usually trainee level) and one for the higher class (usually journey level). The eligible is under waiver for certification and appointment on the list for the higher class until a specified period of qualifying service in the lower class has been completed (See Section 7: Waivers below).
- Not all classes are flexibly staffed. Appointments to positions which may be flexibly staffed are governed by the terms of the examination announcement for the class.
- For example, a department has a vacant permanent position in class 1842 Management Assistant. The existing flexible staffing eligible list for class 1842 Management Assistant states that all eligibles are under waiver for appointment to an 1842 position pending one year of satisfactory service in class 1840 Junior Management Assistant. Therefore, the eligible may be appointed to the class 1840 Junior Management Assistant level and after one year of satisfactory service may be promoted to the class 1842 Management Assistant position.

See Subject 7-Personnel Requisitions, Section 7 - Flexible Staffing, for a description of the requisition process for flexibly staffed positions.

Holdover Roster

A register containing the names of individuals who were laid off or placed on involuntary leave, listed in order of seniority and by type of appointment.

Permanent employees (PCS) are placed on holdover rosters as the result of layoffs or "bumping." Temporary employees (TCS) are normally returned to the eligible list from which certified in the event of lay-off, "bumping," or at the expiration of their temporary appointment. Temporary employees (TCS) are placed on a holdover roster if the eligible list from which the temporary appointment was made has expired.

Certifications are made from a holdover roster before any certifications are made from an eligible list. A separate holdover roster is established for each class. (CSC Rule 32.10; see Subject 13, Section 7 - Layoff)

Subject 8: Certification of Eligibles

Section 1: General Information (continued)Letter of Inquiry

A letter of inquiry is sometimes sent to eligibles to survey their interest in a particular position. This process is also known as "canvassing the list." The position usually is one which has a special condition such as a bilingual requirement.

- For example, there is an eligible list for Class 7345 Electrician. A requisition for the Water Department located in Sunol is received. Rather than automatically certifying the top three eligibles, the Certification Unit sends a letter of inquiry about this position to all eligibles on the list. Eligibles who waive the position are put under conditional waiver and are not certified to any later positions located in Sunol, unless the waiver is lifted. This conditional waiver is not counted (charged) against the eligible. Based on the response, the top three eligibles who will accept employment at in Sunol are certified to the position (see below Section 6 - Waivers).

Limited Term Transfer

A process initiated either by the employee or the department head wherein a permanent appointee may be transferred to a vacant position, either permanent or temporary, in the same class in a different department for a period of up to six (6) months. Approval of the appointing officers in both departments and the General Manager, Personnel is required (CSC Rule 20, Section 20.06; see Subject, Section 8: Transfer).

Near List

Either an eligible list or holdover roster for a class which is deemed suitable by the General Manager, Personnel, to provide temporarily the service needed in another class for which there is no eligible list (Charter Section 8.332). A near list may be used when there is no holdover roster, eligible list, reemployment register or request for transfer, reinstatement or reappointment for a class, and positions in the class are vacant. However, if there is a near-list holdover roster, the near-list holdover roster takes precedence over near lists of eligibles and requests for transfer, reinstatement or reappointment.

Order of Certification

The order of certification is:

1. HOLDOVER ROSTER
2. NEAR-LIST HOLDOVER ROSTER
3. REINSTATEMENT OF A PROMOTIVE PROBATIONARY EMPLOYEE

Subject 8: Certification of Eligibles**Section 1: General Information (continued)**

4. At the option of the appointing officer, either a REEMPLOYMENT REGISTER/ELIGIBLE LIST or a REQUEST FOR TRANSFER or a REQUEST FOR REINSTATEMENT or a REQUEST FOR REAPPOINTMENT or advancement of a part-time employee to full-time status.

The order of priority of eligible lists regardless of adoption dates is 1) promotive, 2) combined promotive and entrance (CPE), and 3) entrance. Within each category earlier lists have priority over later lists (CSC Rule 10.02).

Permanent Transfer

A process initiated by a permanent employee of moving to a vacant permanent position in the same class in a different department. The advance approval of the appointing officer in the department to which transfer is requested is required (CSC Rule 20, Section 20.01; see Subject 9, Section 8: Transfer).

Reappointment

A process initiated by a former employee, who completed the probationary period in a class and who resigned from the position after satisfactory service, of re-entering City service by returning to a vacant position in the class from which resigned within four years from the date of resignation. Former members of the uniformed ranks of the Police and Fire departments must request reappointment within two years of the date of resignation. Employees may request reappointment to a vacancy in any class in which the probationary period was completed (CSC Rule 13.03; see Subject 9, Section 7: Reappointment).

Reemployment Register

A roster containing the names of promotive probationary (PCS), entrance probationary (PCS) and temporary (TCS) employees whose employment has been terminated by an appointing officer and whose names cannot be returned, as ordered by action of the Civil Service Commission, to the eligible list from which appointed due to the expiration of that eligible list. A Reemployment Register provides an additional period of eligibility of twelve (12) months under such conditions for further appointment as the Commission deems appropriate. Ranking on the REEMPLOYMENT REGISTER is by seniority in the City and County service. Former temporary (TCS) employees in this status may be offered only temporary (TCS) appointments (CSC Rule 6.02, 6.04, 6.05).

Subject 8: Certification of Eligibles**Section 1: General Information (continued)**

Reinstatement

A process initiated by an employee to return to a vacant position in a former class in which the probationary period was completed in the same or another department. This process requires the advance approval of both the current and prospective appointing officers (CSC Rule 13.01; see Subject 9, Section 6: Reinstatement)

An employee serving a promotive probationary period may be reinstated to a vacant position in any former class in which the probationary period has been completed upon the employee's written request when that request has been approved by the General Manager, Personnel (CSC Rule 13.01).

Rule of One

The name of the highest ranking available eligible is certified to the appointing officer. The Rule of One applies to: 1) eligible lists from which the Government Code of the State of California requires Rule of One certifications, (certain classes allocated to the Municipal Court); 2) all holdover rosters; 3) reinstatement of promotive probationary employees; 4) eligible lists on which there are fewer eligibles than there are requisitions or an equal number of eligibles as there are requisitions; and 5) selective certification (see below).

Rule of Three

The names of the three highest available eligibles are certified to the appointing officer. If there are two or more requisitions, the number of eligibles certified will equal the number of positions plus two (CSC Rule 11 - Certification of Eligibles, Section 11.02 B). If a REEMPLOYMENT REGISTER exists, eligibles will be certified from that roster. If there are fewer than three (3) eligibles, sufficient additional names from the appropriate ELIGIBLE LIST are certified as needed to meet the requirements of a Rule of Three certification.

Selective Certification

The name of the highest ranking eligible who has been appointed from a current or previous eligible list to a temporary position and who has completed six months of satisfactory service is certified to an appointing officer for permanent appointment before any other eligible who may rank higher on the eligible list.

- This is a Rule of One certification (See CSC Rule 11 - Certification of Eligibles, Section 11.02 C).

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION
CERTIFICATION UNIT
ROOM 52-E, CITY HALL
SAN FRANCISCO, CA 94102
PHONE: 554-4352

EMPLOYEE VERIFICATION OF SERVICE REQUIREMENTS
SELECTIVE CERTIFICATION OF CERTIFIED TEMPORARY EMPLOYEES (RULE 11.02C)

Name (Please print): _____

Class Number and Title of Position: _____

Rank/List Number: _____ Department: _____

Period of time worked: from _____ to _____

Status during this period (circle one): NCS, LT, CETA, TCS, PCS

I hereby certify that the information given above is true and complete to the best of my knowledge and that my services were satisfactory during this time.

Signature: _____ Date: _____

EMPLOYEE NOTE: Send this form to the above address.

FOR DEPARTMENT USE ONLY:

DEPARTMENT VERIFICATION OF SERVICE REQUIREMENTS

Check one:

_____ I hereby certify that the above information is correct.

_____ I hereby certify that the above information is incorrect (give explanation on reverse).

Signature of Appointing Officer

Date _____

DEPARTMENT NOTE: THIS FORM MUST BE COMPLETED AND RETURNED TO ROOM 52-E, CITY HALL BY _____. IF VERIFICATION IS NOT RECEIVED BY THIS DATE, THE INFORMATION PROVIDED IN THE TOP SECTION WILL BE ASSUMED TO BE CORRECT AND RECORDED TOWARD ELIGIBILITY FOR SELECTIVE CERTIFICATION.

Subject 8: Certification of Eligibles

Section 1: General Information (continued)

- The eligible holding a temporary appointment is responsible for notifying the Civil Service Commission Certification Unit that six months of service as a temporary appointee from an eligible list has been completed. The eligible completes a an EMPLOYEE VERIFICATION OF SERVICE REQUIREMENTS form (CSC 6-35), available in Room 52E City Hall and returns it to the Civil Service Commission Certification Unit (See facing page). The form is logged and sent to the department for verification. If the verification is not returned by the date indicated on the form, it is assumed that the information is correct, and certification will proceed.
- EXAMPLES:
 1. Jane Jones, ranked #8 on Eligible List E-1 for Class 1404 Clerk, accepted a temporary (TCS) appointment. After she has completed six months of satisfactory service, she is certified under the Rule of One to the first available permanent requisition, before the seven eligibles ahead of her, because of her temporary (TCS) status.
 2. John Smith accepts a temporary appointment (TCS) from Eligible List E-1 to a position in Class 1404 Clerk. Before he can be reached for certification to a permanent position, list E-1 expires. Mr. Jones becomes a temporary holdover on a holdover roster. He took the next examination for class 1404 Clerk and was rank #10 on list E-2. Because of his TCS status he would be certified, Rule of One, to the first permanent vacancy in Class 1404 Clerk even though there are nine people ahead of him on list E-2, provided he had completed six months of satisfactory service and is the highest ranking TCS holdover on list E-2.

Waiver

A restriction against the certification of an eligible initiated either by the eligible or by the General Manager, Personnel (See Section 6 - Waivers below).

Subject 8: Certification of Eligibles

Section 2: CSC Certification Unit

PURPOSE

To indicate the business hours and schedule of service of the Civil Service Commission Certification Unit. These schedules were developed to reduce interruptions and permit staff to concentrate on the primary function of canvassing eligible lists and certifying eligibles.

OFFICE HOURS

The Certification Office, Room 52E, City Hall (Basement) is open and staffed Monday through Friday from 8 A.M. to 5 P.M.

INFORMATION WINDOWS

There are two Information Windows in Room 52E. One window is for the use of eligibles and the general public. The second window is designated for the exclusive use of departmental representatives and eligibles who have appointments with certification clerks. The General Information Window is open and staffed from 8 A.M. to 5 P.M., Monday through Friday for purposes of validation of appointments and general inquiries. The Departmental/Eligible Appointment Window is open for business from 1 P.M. to 5 P.M. Monday through Friday. Certification Unit staff, except the person staffing the General Information Window, will not be available at either Information Window on Mondays through Fridays from 8 A.M. to 1 P.M.

TELEPHONES

The telephone (554-4352) in the Certification Unit is answered Monday through Friday from 8 A.M. to 5 P.M. for general information and such inquiries as can be responded to without interrupting the remaining staff. Messages are taken for inquiries and calls for specific staff members on Mondays through Fridays from 8 A.M. to 1 P.M. These calls are returned after 1 P.M. on Mondays through Fridays. Inquiries from eligibles regarding their status on eligible lists are responded to on Mondays through Fridays from 3 P.M. to 5 P.M. only.

RESTRICTIONS ON ACCESS TO ROOM 52E

Except with the prior approval of the Certification Supervisor or Assistant Supervisor, departmental personnel, eligibles, employee organization representatives, members of the public AND personnel department staff will not be permitted entry into Room 52E City Hall at any time. All business will be transacted on the telephone or at the Information Windows during the designated hours.

Subject 8: Certification of Eligibles

Section 3: Certification Process, Single Certification

PURPOSE

To outline the process of certifying eligibles to a department for a single position, and to indicate the responsibility of the department in this process. Multiple certifications will be discussed in Section 4.

SINGLE CERTIFICATION

Certification is the process by which the names of eligibles are referred to an appointing officer for consideration for appointment to a position. In the case of a single certification, names of eligibles are referred (certified) to a single department to fill one or more positions in the same class. For Rule of Three certifications, the number of names certified equals the number of approved PERSONNEL REQUISITIONS (CSC 6-12a) plus two. For Rule of One certifications, the number of eligibles certified equals the number of approved PERSONNEL REQUISITIONS.

DEPARTMENT: PRIOR TO CERTIFICATION

Each department receives a report on a weekly basis from the Civil Service Commission Management Information System (MIS) Unit listing all of its active PERSONNEL REQUISITIONS (See: Subject 1 - Essential Resources, Section 1). The list of PERSONNEL REQUISITIONS should be reviewed in terms of the following policy: WITH THE EXCEPTION OF AS NEEDED REQUISITIONS, A CERTIFICATION WILL BE ISSUED AGAINST EVERY ACTIVE PERSONNEL REQUISITION IF THERE IS AN AVAILABLE ELIGIBLE LIST, HOLDOVER ROSTER OR REEMPLOYMENT REGISTER.

If, once a PERSONNEL REQUISITION has been issued and is in the approval process, a department wants to cancel it, have it declared permanent, or add or change the special conditions, a REQUISITION MODIFICATION (CSC 6-12) must be submitted immediately (See Subject 7 - Personnel Requisitions, Section 4). Once there has been a certification, it may be too late to effect these changes.

- If, once a PERSONNEL REQUISITION is in the approval process, a department decides to accept an employee who is transferring (CSC Rule 20), reappointing (CSC Rule 13) or reinstating (CSC Rule 13), send the completed EMPLOYEE REQUEST FOR TRANSFER OR EMPLOYEE REQUEST FOR REINSTATEMENT OR REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION to the Civil Service Commission Certification Unit. A certification will be issued to effect the transaction (See Subject 8 - Personnel Appointments, Sections 6, 7 and 8).

Subject 8: Certification of Eligibles

Section 3: Certification Process, Single Certification (continued)

CSC CERTIFICATION UNIT

1. Receives PERSONNEL REQUISITION or REQUISITION MODIFICATION form from CSC Timero11 Audit Unit, assigns the Requisition Number (RQ #) or REQUISITION MODIFICATION Number (RM #), enters all relevant information into the CSC management information system, returns copy B to the department and files copy A.
 - If there is a holdover roster, a reemployment register, an eligible list for the class, or request for transfer, reappointment or reinstatement to the class and department, certification can proceed.
 - If none is available, the certification clerk holds the document until there are eligibles or employees available. The department is notified that there is no list by means of the weekly report from the Civil Service Commission Management Information System Unit.
2. The Certification Clerk matches the PERSONNEL REQUISITION with highest ranking available eligible(s) from the holdover roster, reemployment register, eligible list for that class or with the requests for transfer, reinstatement or reappointment to the class and department.
 - This matching process involves a review of the PERSONNEL REQUISITION for shift and location designation, special conditions, and,
 - A review of the history of the highest ranking eligibles for waivers and willingness to accept a specific or rotating shift, etc. is done.
3. The Certification Clerk prepares computer-generated NOTICE OF CERTIFICATION.
 - A cover letter addressed to the departmental contact giving the certification date and type of certification (Rule of One, Rule of Three, transfer, reappointment or reinstatement) and asking that interviews be arranged. The letter also includes the date by which the department must return page 2 - the DEPARTMENTAL RESPONSE, a summary of the form and the date by which the certified eligibles must contact the department. The name and telephone number of the certification clerk responsible for the NOTICE OF CERTIFICATION is also given. The rank numbers of eligibles who are alternates are noted in the "Comment Section" at the top of the form.

Subject 8: Certifications of EligiblesSection 3: Certification Process, Single Certification (continued)

- The DEPARTMENTAL RESPONSE form has four sections:

Section 1 - Information for the departmental contact: most important is the information following "Comment" as this identifies the type of certification and any special conditions; the date (twenty working days from the date of certification) by which the notice must be returned to the Civil Service Commission Certification Unit; the rank numbers of the alternates; the expiration date of list (if imminent); and if these are the only remaining eligibles.

Section 2 - Information about the particular PERSONNEL REQUISITION and a blank space in which the departmental contact will indicate the rank and list number of the eligible selected.

Section 3 - The list of eligibles certified to the department giving the rank, list, type of participation in the examination (entrance or promotive); an internal CSC information column; names, addresses and telephone numbers of eligibles; a blank in which the department indicates whether the eligible contacted the department; the departmental and CSC requisition numbers; and a blank in which the department indicates whether an eligible refused (waived) the position.

Section 4 - A departmental signature. The signature must be that of the individual whose signature and appointing officer's approval is on file in the CSC Timeroil Audit Unit as being authorized to sign certification documents.

4. The Certification Clerk prepares the NOTICE OF CERTIFICATION for mailing:
 - The department copy is sent by inter-office mail one day before the certification date unless a department makes a specific written request for delivery by an alternate method.
 - Notices to eligibles are mailed on the certification date. The date of mailing determines the date by which eligibles must respond.

Subject 8: Certification of EligiblesSection 4: Certification Process, Multiple CertificationPURPOSE

To outline the process of certifying eligibles in situations in which there are a number of approved PERSONNEL REQUISITIONS for positions in two or more departments.

MULTIPLE CERTIFICATION

As stated in Section 3, certification is the process by which the names of eligibles are referred to an appointing officer for consideration for appointment to a position. In the case of multiple certifications, eligibles are certified to more than one appointing officer to fill vacancies in more than one department. For Rule of Three certifications, the number of names certified equals the number of approved PERSONNEL REQUISITIONS plus two. For Rule of One certifications, the number of eligibles certified equals the number of approved PERSONNEL REQUISITIONS.

EXAMPLE OF A MULTIPLE CERTIFICATION

Eight departments have a total of ten requisitions for positions in one class. Twelve eligibles (ten plus two) and three alternates are certified to all eight departments. Department B, which is going to fill one position, receives responses from more than three eligibles, each of whom is interested in the position. Department B must select from among the top twelve eligibles who will accept the position. If any of the top twelve eligibles refuses the position, the department may select in rank order, from among the alternates only if fewer than three (3) of the top twelve (12) eligibles are interested in accepting the position.

DEPARTMENT: PRIOR TO CERTIFICATION

Each department receives a report on a weekly basis from the Civil Service Commission Management Information System (MIS) Unit listing all of its active PERSONNEL REQUISITIONS (See: Subject 1 - Essential Resources, Section 1) The list of PERSONNEL REQUISITIONS should be reviewed in terms of the following policy: WITH THE EXCEPTION OF AS NEEDED REQUISITIONS, A CERTIFICATION WILL BE ISSUED AGAINST EVERY ACTIVE PERSONNEL REQUISITION IF THERE IS AN AVAILABLE ELIGIBLE LIST, HOLDOVER ROSTER OR REEMPLOYMENT REGISTER.

If, once a PERSONNEL REQUISITION has been issued and is in the approval process, a department wants to cancel it, have it declared permanent, or add or change the special conditions, a REQUISITION MODIFICATION must be submitted immediately (See Subject 7 - Personnel Requisitions, Section 4). Once there has been a certification, it may be too late to effect these changes.

Subject 8: Certification of EligiblesSection 4: Certification Process, Multiple Certification (continued)

If, once a PERSONNEL REQUISITION is in the approval process, a department decides to accept an employee who is transferring (CSC Rule 20), reappointing (CSC Rule 13) or reinstating (CSC Rule 13), send the completed EMPLOYEE REQUEST form to the Civil Service Commission Certification Unit. Indicate the departmental requisition number on the top right hand corner of the EMPLOYEE REQUEST form. A certification will be issued to effect this transaction (See Subject 8 - Personnel Appointments, Sections 6, 7 and 8).

If once a PERSONNEL REQUISITION is in the approval process, a department needs to reassign a permanent employee to the PERSONNEL REQUISITION, a SEPARATION REPORT (CSC 1-67) must be sent to the CSC Certification Unit.

CSC CERTIFICATION CLERK

1. Matches the number of PERSONNEL REQUISITIONS with the highest ranking available eligibles and certifies the same number plus two eligibles. For example: there are 2 PERSONNEL REQUISITIONS from Department A and 1 each from Departments B, C, and D. There are a total five positions, so seven names will be sent to all four departments.
2. Prepares a computer-generated NOTICE OF CERTIFICATION - which:
 - is identical in format to the single certification
 - matches the number of eligibles plus two with the number of PERSONNEL REQUISITIONS. Thus, if the NOTICE OF CERTIFICATION shows ten names, there are eight PERSONNEL REQUISITIONS (eight plus two). Remember that the information in Part I of the Departmental Response page of the NOTICE OF CERTIFICATION will give the rank numbers of eligibles who are alternates. The department's response form has a section showing the number of positions certified to other departments.
3. Prepares the NOTICE OF CERTIFICATION for mailing
 - The department copy is sent one day before the certification date by inter-office mail, unless the department has made a specific written request for an alternate method of delivery.
 - Notices to eligibles are mailed on the certification date. The date of mailing determines the date by which eligibles must respond.

Subject 8: Certifications of Eligibles

Section 5: Return to Duty Notice

RETURN TO DUTY NOTICE

A RETURN-TO-DUTY NOTICE is used only to notify an individual on a holdover roster that there is a vacancy in a class from which laid off.

The RETURN TO DUTY NOTICE has two parts:

1. A cover letter to the employee detailing the response requirements and time limits.
2. The RETURN TO DUTY RESPONSE FORM which identifies the notice, the holdover and the position(s) offered, and provides for the holdover's response.

Copies of the RETURN TO DUTY NOTICE are sent to the holdover and to the department(s) where the position(s) is located.

The holdover must contact the Civil Service Commission within five (5) days. The holdover is then directed to report to the department.

If the holdover accepts a position offered, the department immediately arranges a start work date and prepares the APPOINTMENT PROCESSING documents. No other response by the department to the CSC Certification Unit is required.

Subject 8: Certification of Eligibles

Section 6: Selection ProcessPURPOSE:

To describe the requirements and process for selecting an eligible to fill a vacancy using a "Rule of One" or a "Rule of Three" certification. This section also covers requests for Supplemental Certifications and the selection of eligibles who are certified as alternates. This section does not cover the responsibilities of eligibles.

Note:

If a department has previously notified the CSC Certification Unit that it will accept a transfer or a reinstatement of a current employee or a reappointment of a former employee (CSC Rule 12.02.B), only that individual will be certified to the requisition. This will be issued as a Rule of One certification (See Section 3 - Certification Process above)

RULE OF ONE SELECTIONTHE DEPARTMENT

1. Receives the NOTICE OF CERTIFICATION. More than one eligible may be certified, but the department MUST select the highest ranking eligible who is available and accepts the position.
2. Is contacted by the eligible
 - if the eligible is the first (highest ranked) name and the eligible accepts the position, a start work date is arranged; or
 - if the eligible is not the highest ranked, the departmental contact explains that the certification is a Rule of One and that the eligible will be contacted at the end of the five business day response period.
3. At the end of the five day response period for eligibles, the departmental contact completes Part 2 of the DEPARTMENTAL RESPONSE indicating which eligibles contacted the department and which, if any, refused the position.
4. Notes the rank of the eligible selected on Part I of the DEPARTMENTAL RESPONSE and returns it to the CSC Certification Unit within twenty (20) business days of the date of certification, OR
5. If the eligible(s) refuses the position, returns the DEPARTMENTAL RESPONSE to the CSC Certification Unit indicating the response.

Subject 8: Certifications of Eligibles

Section 6: Selection Process (continued)

CSC CERTIFICATION

1. Receives the DEPARTMENTAL RESPONSE form from the department involved in the certification.
2. Verifies data and resolves discrepancies.
3. Enters one of the following into the computer system for each eligible certified:
 - Did not contact the department: places the eligible under general waiver;
 - Contacted department and refused the position: places the eligible under waiver for that position;
 - Selected: notes "selected."
4. If none of the eligibles accepted the position(s), issues a Supplemental Certification (see below).

RULE OF THREEDEPARTMENT

1. Receives the NOTICE OF CERTIFICATION. This means selection MUST be made from among the three highest ranking eligibles who contact the department and are willing to accept the position.
2. Is contacted by eligibles and arranges interviews. In many cases, an interview cannot be arranged nor a selection made prior to the expiration of the eligibles' departmental response period (five business days) from the date of the notice. The departmental contact tells the eligible(s) to return the NOTICE OF CERTIFICATION to Civil Service Certification, Room 52-E within the response period which is seven (7) business days from the date of the notice.
 - It is not necessary to interview all certified eligibles, particularly if a selection decision has already been made (i.e., if a current employee, who is reachable, is selected). If the certification is a multiple certification, scheduling several interviews is a wise idea, since the eligible selected may be offered employment elsewhere.

Subject 8: Certification of EligiblesSection 6: Selection Process (continued)

- Even if no interviews are held, do not return the DEPARTMENTAL RESPONSE form until the expiration of the eligible response period which is always five working days from the date of certification.
- 3. Conducts interviews, makes a selection decision, completes the required response information on ALL eligibles and returns the DEPARTMENTAL RESPONSE form to the CSC Certification Unit.

CSC CERTIFICATION UNIT

1. Receives DEPARTMENTAL RESPONSE forms from the department(s) involved in the certification.
 - If it is a multiple certification involving more than one department, all responses must be received before the certification clerk can proceed to the next step.
 - Failure of one department to respond within twenty (20) business days affects the issuance of subsequent certifications and/or supplemental certifications to other departments.
2. Verifies and enters data (see above: Rule of One).
3. Issues a supplemental certification, if needed.

SUPPLEMENTAL CERTIFICATION

A Supplemental Certification is an additional certification of eligibles from which the department is able to select either the highest ranking eligible or from among the three highest ranking eligibles. It is used when the initial NOTICE OF CERTIFICATION did not produce a sufficient number of eligibles interested in accepting the position, and there are remaining eligibles on the list.

DEPARTMENT

1. Receives NOTICE OF CERTIFICATION
 - The cover letter and the DEPARTMENTAL RESPONSE states that it is a supplemental certification, that it is either Rule of One or Rule of Three, lists the rank number of eligibles who are under consideration (UC) from the previous certification and lists the new eligibles and alternates.

Subject 8: Certification of Eligibles

Section 6: Selection Process (continued)

- An address and telephone number is given for all eligibles. The department must contact eligibles "under consideration" to determine their status, because these eligibles do not receive the supplemental certification.
- 2. Selects from the first (Rule of One) or three highest ranking eligible(s) (Rule of Three). If it is a Rule of Three certification, the first one or two eligibles may be under consideration from the original certification. That eligible(s) will be supplemented by an additional eligible or eligibles so that the department may select from among the three highest ranking eligibles. Eligibles under consideration from a prior certification need not contact the department. The department is responsible for contacting eligibles under consideration and apprising them of the progress of the selection process.
- 3. Completes the selection process as described above and returns the DEPARTMENT RESPONSE form to the Civil Service.

CSC CERTIFICATION UNIT

1. Receives DEPARTMENTAL RESPONSE forms from the department(s) involved in the certification.
 - If it is a multiple certification involving more than one department, all responses must be received before the certification clerk can proceed to the next step.
 - Failure of one department to respond within twenty (20) business days affects the issuance of subsequent certifications and/or supplemental certifications to other departments.
2. Verifies and enters data (see above: Rule of One).
3. Issues a supplemental certification, if needed.

Completes the process as described above.

SELECTION OF AN ALTERNATE

DEFINITION

An alternate is an eligible certified to a department who can be considered for selection only if higher ranking eligibles have refused or waived the position and additional eligibles are needed to provide a group of three (Rule of Three) from which to select.

It is recommended that interviews with alternates not be scheduled or held until the department is certain that the alternate(s) is reachable for selection.



City and County of San Francisco
CIVIL SERVICE COMMISSION
Room 52E City Hall

REQUEST FOR CHANGE OF EMPLOYMENT AVAILABILITY

I. ELIGIBLE STATUS CHANGE

I request that my name be _____ returned to "ACTIVE STATUS."
_____ placed on "INACTIVE STATUS."

II. EMPLOYMENT AVAILABILITY CHANGE

Please CHECK ONLY those types and conditions of employment that you WILL ACCEPT. Any condition not checked will indicate that you do not wish to accept positions having these employment conditions.

LOCATION

_____ San Francisco
_____ Airport
_____ Peninsula
_____ Sunol (Alameda County)
_____ Moccasin (Sierra Foothills)

EMPLOYMENT

_____ Permanent
_____ Temporary

WORK SCHEDULE

_____ Full-time
_____ Part-time
_____ As-Needed (on call)

WORK SHIFTS

_____ Day (Weekdays)
_____ Swing
_____ Graveyard
_____ Weekends
_____ Rotating

DEPARTMENTS

_____ All Departments
_____ I will accept ONLY Department(s):

OTHER

_____ I have a valid California Driver License and will accept employment which requires DRIVING.
_____ I will accept employment which requires HEAVY LIFTING.

III. ELIGIBLE LIST(S) TO BE AFFECTED

Class No.	Title	Rank No.	List No.

IV. ACKNOWLEDGEMENT

I understand that a request to be returned to "active status" and/or a request to change "Employment Availability" must be received by the third Friday of the month to be effective the first business day of the following month. Requests for "inactive status" will be effective the next business day. You will be notified in writing if your request for Change of Availability Status is contrary to the terms of the examination announcement or cannot be approved.

NAME (Print) _____

SIGNATURE _____

DATE _____

*****CSC Use only*****

Comments/Initial/Date
CSC 6-15a (12/88)

CSC Approval Signature _____

Effective Date _____

Subject 8: Certification of Eligibles

Section 7: Waivers

PURPOSE

To define the concept of a waiver and describe the reasons for its imposition and the process of its withdrawal.

DEFINITION AND GENERAL PROVISIONS

A waiver is a restriction on the certification of an eligible initiated either at the eligible's request or by action of the General Manager, Personnel.

Except as noted below, REQUEST FOR CHANGE OF WAIVER STATUS (CSC 6-15) is required to impose or lift a waiver (See facing page). The form is available and must be completed in Room 52E City Hall. Alternatively, eligibles may change availability status by letter.

A request to change or place (impose) a waiver is effective on the next business day. A request to withdraw (lift) a waiver must be received in Room 52E City Hall by the third Friday of the month to be effective on the first business day of the following month.

WAIVER IMPOSED BY AN ELIGIBLEConditional Waiver

A waiver against certification to a specific department or against certain conditions of employment (i.e., heavy lifting, shifts, locations, etc.). Such waiver may be imposed at any time during the life of the eligible list using a REQUEST FOR CHANGE OF WAIVER STATUS or by letter. If it is imposed prior to a certification for a particular department or employment condition, it is not included in computing the number of waivers allowed by the terms of the announcement.

General Waiver

A waiver imposed at any time during the life of an eligible list when the eligible is not available for certification and appointment in any position in the class.

Withdrawal of Waiver Imposed by Eligible

The eligible may withdraw a waiver in writing to the Civil Service Commission Certification Unit. Such withdrawal may be made either by letter to the Civil Service Commission or using a REQUEST FOR CHANGE OF WAIVER STATUS. Withdrawal of waivers received by the third Friday of the month become effective on the first business day of the following month.

Subject 8: Certification of Eligibles

Section 7: Waivers (continued)

WAIVER IMPOSED BY THE CIVIL SERVICE COMMISSIONFor Failure to Respond

An eligible who does not respond to a NOTICE OF INQUIRY OR NOTICE OF CERTIFICATION within the allowable time, usually seven (7) business days, is placed under general waiver.

Such waiver may be removed at the eligible's written request to the CSC Certification Unit, Room 52E City Hall. Requests received by the third Friday of the month become effective on the first business day of the following month.

For Refusal of a Position

An eligible who refuses an offer of appointment to a particular requisition is placed under waiver for future offers of employment against that requisition, but may be certified to other positions in that class.

A request to withdraw this type of waiver must be submitted in writing to the Civil Service Commission Certification Unit, Room 52E City Hall. Requests received by the third Friday of the month become effective on the first business day of the following month.

Special Conditions

A waiver imposed because an eligible is unable to meet special conditions of a particular PERSONNEL REQUISITION. If the special condition was not described in the examination announcement which governs the eligible list, an eligible who does not meet the condition or possess the special skill may refuse the position without incurring a penalty, provided the eligible responds to the department within five days and returns the NOTICE OF CERTIFICATION within seven days. The eligible will not be certified to other positions requiring the same special condition until the eligible withdraws the waiver in writing to the CSC Certification Unit.

Civil Service Commission Action

A waiver imposed as a result of a pending action by the Civil Service Commission on the termination of any appointment or upon presentation of charges for dismissal. The name of the appointee will be placed under waiver for all appointment(s) from any eligible list on which the person has standing (Rule 6.08). Such waiver may not be withdrawn until the commission makes a final decision on the dismissal or termination.

REQUEST FOR REMOVAL OF WAIVER
FLEXIBLE STAFFING POSITION
(Submit in duplicate to the Examination Unit Team)

Date of Request _____

Eligible's Name (Print) _____

Class # & Title _____

Rank _____ List # _____

The flexible staffing requisition in the Journey-level
Class to which eligible should be certified is _____

CSC Requisition # _____

Department Requisition # _____

I certify that the above individual has satisfactorily
completed one (1) year of service in this department in _____

Class # _____ Date _____ to _____

Copy of eligible's Performance Evaluation is attached. _____

Date of Evaluation _____

Department _____

Signature (Appointing Officer/Delegated Representative) _____

Telephone # _____ Date _____

Certification staff
verify and initialExamination Staff
verify and initial

CIVIL SERVICE COMMISSION EXAMINATION UNIT USE ONLY

Request approved by: _____ Requested Effective Date _____

Date: _____

CIVIL SERVICE COMMISSION CERTIFICATION UNIT USE ONLY

Date received in Certification _____ by _____

Subject 8: Certification of Eligibles

Section 7: Waivers (continued)Flexible Staffing Waivers

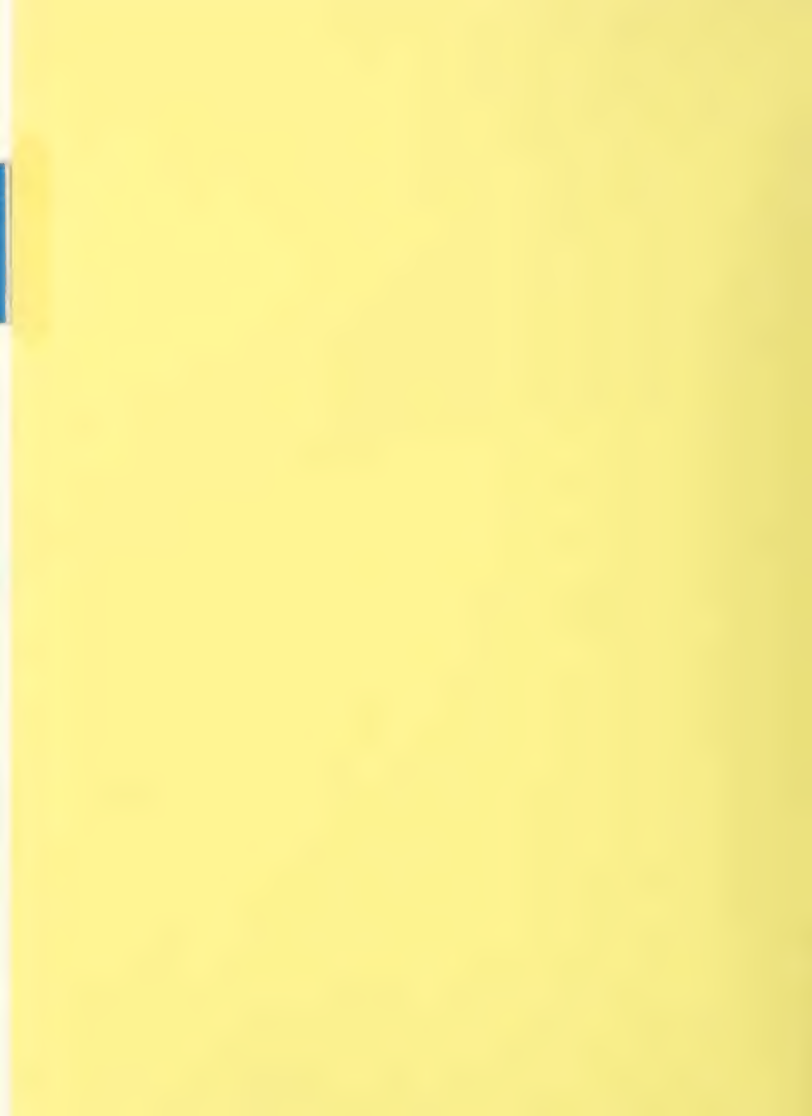
A waiver imposed in accordance with the terms of an examination announcement for flexibly staffed positions (See Subject 8: Certification of Eligibles, Section 1: General Information).

In order to remove a flexible staffing waiver, an appointing officer or designee must complete the REQUEST FOR REMOVAL OF WAIVER/FLEXIBLE STAFFING POSITION (CSC 4-139a) and submit it to the CSC Examination Unit, 44 Gough Street, San Francisco, CA 94103 (See facing page).

The CSC Examination Unit verifies the information and, if approved, forwards the REQUEST FOR REMOVAL OF WAIVER/FLEXIBLE STAFFING POSITION to the CSC Certification Unit where the waiver is removed and where the certification process begins.

See also Subject 7: Personnel Requisitions, Section 7: Flexible Staffing for information on the requisition process for positions filled through flexible staffing.





Subject 9: Personnel Appointments

Section 1: Types of Appointments

PURPOSE

To define the types of appointments to positions in the City and County service.

AUTHORITY

Charter Sections

- 3.661 - General Powers and Duties
- 8.300 - Civil Service Positions
- 8.331 - Limited Tenure Appointments
- 8.332 - Temporary and Emergency Appointments
- 8.350 - Disability Transfers

CSC Rules

- 12 - Appointments
- 13 - Reinstatement and Reappointment
- 20 - Transfers
- 32 - Lay-Off and Involuntary Leave

DEFINITION

An appointment is the act by which an individual is employed by the City and County of San Francisco. Most appointments require validation by the Civil Service Commission staff before an employee may begin working.

TYPES OF APPOINTMENTS

Permanent Civil Service (PCS)

The appointee is certified from a permanent holdover roster, an eligible list; a reemployment register; or the person is appointed by reinstatement, transfer or reappointment.

- A permanent civil service appointment is made against a permanent or a temporary-declared permanent PERSONNEL REQUISITION.
- A permanent civil service appointee is a member of the Retirement System, may immediately become a member of the Health Service System, is covered by and contributes to FICA (Social Security), and is eligible for salary increments.

Section 1: Types of Appointments (continued)

- All permanent civil service appointees serve a probationary period. Full entitlements as a permanent employee are not awarded until after the satisfactory completion of the probationary period. Once an employee has completed the probationary period, the employee retains the personal benefits of a permanent employee even if the employee later holds an exempt, temporary, limited tenure or non-civil service appointment to a position in another classification, provided that there has not been a break in service.
- Permanent civil service employees who have completed the probationary period may be dismissed only for cause upon written charges and after a hearing, as provided in the Charter (Section 8.341).

Temporary Civil Service (TCS)

The appointee is certified from a temporary holdover roster, an eligible list, a reemployment register, or a near list.

- A temporary civil service appointment may be made against a permanent, temporary, or temporary-declared permanent PERSONNEL REQUISITION. (see Subject 7 - Personnel Requisitions, Section 1).
- A temporary civil service employee is not a member of the Retirement System, but is eligible for membership in the Health Service System after six continuous months of employment if the employee's normal work week is not less than twenty (20) hours.
- If the appointee has permanent status in another class, the appointee's personal civil service benefits such as Health Service and Retirement System memberships, FICA, etc. are continued.
- A permanent employee who accepts temporary civil service employment in another classification may be granted a leave of absence from the permanent classification.
- A temporary civil service employee may be terminated for cause by the appointing officer (See CSC Rule 6 - Separation Hearings and Procedures).

Provisional

Limited Tenure (LT)

- A limited tenure appointment may be made against a permanent, temporary or temporary-declared permanent PERSONNEL REQUISITION.
- A limited tenure appointment is made when there is no available eligible from a civil service list and, in most cases, upon the expiration of a non-civil service appointment.

Subject 9: Personnel Appointments

Section 1: Types of Appointments (continued)

- A limited tenure appointee has some civil service entitlements, including membership in the Health Service System after six continuous months of employment of at least 20 hours per week and the right to a review by the Civil Service Commission if terminated for cause. A limited tenure appointee who is not a member of the Retirement System by virtue of permanent employment in another classification is not entitled to membership in that System.
- A permanent employee who accepts limited tenure appointment in another classification may be granted a leave of absence from the permanent classification.
- A limited tenure appointee may be terminated for cause by the appointing officer with the approval of the Civil Service Commission as provided in the Charter (Section 8.331).

Non-Civil Service (NCS)

- A non-civil service appointment may be made against a permanent, temporary or temporary-declared permanent PERSONNEL REQUISITION.
- A non-civil service appointment is made in the absence of an available eligible from a civil service list and is limited to a maximum duration of 1040 hours (or six continuous months of service) in any calendar or fiscal year.
- A non-civil service appointee has no civil service entitlements (unless the appointee is on leave from a permanent civil service appointment).
- A permanent employee who accepts non-civil service appointment in another classification may be granted a leave of absence from the permanent classification.
- A non-civil service employee serves at the pleasure of the appointing officer.

Permanent Exempt (PEX)

- A permanent exempt appointment is made against a permanent or a temporary-declared permanent PERSONNEL REQUISITION.
- A permanent exempt appointee serves at the pleasure of the appointing officer.
- A permanent exempt appointee has the usual benefits of a permanent civil service appointee, including membership in the Health Service System and in the Retirement System (if full time), and salary step increments.

Subject 9: Personnel Appointments

Section 1: Types of Appointments (continued)

- A permanent civil service employee who accepts permanent appointment in an exempt position may be granted a leave of absence from the permanent civil service position.

Temporary Exempt (TEX)

- A temporary exempt appointment is made against a temporary PERSONNEL REQUISITION.
- A temporary exempt appointee serves at the pleasure of the appointing officer and has only the benefits of a temporary appointee such as eligibility for membership in the Health Service System after six (6) continuous months of employment if the employee's normal work week is not less than twenty (20) hours.
- A permanent civil service employee who accepts temporary appointment in an exempt position may be granted a leave of absence from the permanent civil service position.

As-Needed (AN)

- A non-civil service or temporary exempt appointment made without reference to eligible lists to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.
- An as-needed appointment is made against a temporary PERSONNEL REQUISITION designated "As-Needed."
- An as-needed employee earns no benefits for as-needed employment.
- Non-civil service as-needed employees are limited to a maximum of one thousand forty (1040) hours in any calendar or fiscal year.

Subject 9: Personnel Appointments

Section 2: Selection of Non-Civil Service Appointees

PURPOSE

To outline the policies and procedures for departmental appointing officers and personnel officers hiring non-civil service (NCS) provisional employees.

AUTHORITY

Charter Section 8.332 - Temporary and Emergency Appointments.

Civil Service Commission Rule 12 - Appointments, Section 12.04 - Provisional Appointment.

RESOURCE

Civil Service Commission Equal Employment Opportunity Unit, Room 151 City Hall, 554-4736.

SOURCE FOR APPLICANTS

The source for applicants to make an NCS appointment depends on the status of the civil service eligible list for the classification.

- If there is an existing eligible list for a classification in which an NCS appointment is to be made and eligibles are available, the selection must be made of someone on the list who is reasonably expected to be reachable in the next certification. Authorized department representatives may contact the Certification Unit at 554-4353 for names of available eligibles.
- If an eligible list for a particular class has recently expired with remaining eligibles, the department may be asked to canvass the expired list to make an NCS appointment.
- If an examination for the class has been announced, the individual who is selected for NCS appointment must have filed for and been qualified to participate in the examination. If any portion of the examination has been administered, the individual must also have successfully completed that portion of the examination. Departmental personnel officers must contact personnel analysts in the CSC Examination Division or the decentralized units for names of qualified applicants.
- If no candidates are available from the Examination Division, or if the eligible lists for the class is either exhausted or expired and the examination has not been announced, the department must develop a recruitment and selection plan as well as target affirmative action goals. This may include recruiting from "next lower ranks," other departments, professional organizations, and minority or women's community groups.

Subject 9: Personnel Appointments

Section 2: Selection of Non-Civil Service Appointees (continued)RECRUITMENT

If a department wishes to fill a vacancy in a class in which there is no candidate available from a civil service eligible list, or from a pool of applicants for an examination, the department is required to:

- develop and implement a recruitment and selection procedure to ensure that interested persons can apply and,
- target the department's affirmative action goals in recruiting to fill the vacancy.

The department must take the following steps to comply with these requirements:

1. When there is a vacancy to be filled, departmental managers and supervisors must contact their departmental affirmative action officer for assistance in identifying affirmative action targets. Affirmative action targets will be consistent with the department's affirmative action goals, as specified by the department's affirmative action plan.
2. A job announcement, utilizing minimum qualifications from the most recent civil service examination announcement, must be issued.
3. Every effort must be made to notify potential departmental applicants via verbal notification and posting of announcements at departmental worksites.

The department will conduct appropriate targeted recruitment activities. Resources available for the development of affirmative action recruitment strategies are the departmental affirmative action officer, the departmental personnel officer, and the Civil Service Commission Equal Employment Opportunity (EEO) Unit.

External affirmative action outreach and recruitment to other departments, jurisdictions, and the community, will be required for classes in which underrepresentation of one or more protected groups exists and an internal pool is inadequate to address the underrepresentation.

4. Job announcements must posted for a minimum of two weeks at department worksites and in places where persons with the requisite experience and skills are likely to see them.
5. The composition of the applicant pool will be evaluated to determine if it is balanced by gender and race in comparison to the San Francisco available labor market. If the pool is significantly unbalanced, the department may be required to continue targeted outreach efforts and re-open the application process.

Subject 9: Personnel Appointments

Section 2: Selection of Non-Civil Service Appointees (continued)

6. Job interviews will be conducted by a panel (more than one person) whose composition has gender/racial diversity. All questions utilized by the panel must be directly job-related. All documents (job announcements, applications, test questions, rating sheets, comments, etc.) related to the interview and selection process must be retained in the department.
7. Affirmative action must be considered in each step of the selection process. The final selection must be based on a combination of factors including merit, affirmative action, and if promotive, seniority. In every case, an individual selected for NCS appointment must meet the minimum qualifications for the position. OA requests that do not meet these guidelines will not be granted.

If the final decision does not result in an affirmative action selection, the department may be asked to describe how, relative to affirmative action concerns, other considerations factored into the ultimate selection.

FAILURE TO COMPLY

All requests for authorization to make NCS appointments must follow the above procedure. If the procedure is not followed, the request will be rejected and referred to the Civil Service Commission for review.

OBTAINING AUTHORIZATION FOR NCS APPOINTMENTS

1. An oral authorization (OA) is the approval required to make a non-civil service appointment. Oral authorizations (OAs) are issued by the Civil Service Commission EEO Unit.
2. Managers and supervisors must be reminded that they are not authorized to make offers of employment until oral authorization (OA) has been approved by the Civil Service Commission EEO Unit. Departmental representatives incur legal liabilities on behalf of the City and County and may incur personal liability for making commitments of employment without prior Civil Service Commission approval.
3. Requests for OAs must be made by the departmental appointing officer, personnel officer, or an official designee. The EEO Unit maintains a listing of persons authorized to request OAs. All other requests will be referred back to the department.
4. The staff of the EEO Unit will review each OA request to ensure that the selection was made on the basis of a combination of merit factors, affirmative action, and, if promotive, seniority (CSC Rule 12, Section 12.04). The department may be asked to submit for review all recruitment documentation, applications or resumes, selection devices and rating sheets, list of interviewers, etc.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION

APPOINTMENT PROCESSING

NAME (LAST, FIRST, M.I.)		DATE ISSUED		DEPT. CONTROL NO.		CIVIL SERVICE USE ONLY AP-	
CLASS	TITLE			DATE OF BIRTH		SOCIAL SECURITY NO.	
TYPE OF APPOINTMENT		WORK SCHEDULE		PART-TIME HRS		CSC RQ NUMBER	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED TEMP. (TCS) <input type="checkbox"/> NON CIVIL SERVICE		<input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED		RANK LIST DATE CERTIFIED	
		DEPT		DIV		SEC	
		FUND		OBJECT		CLASS	
		POSITION NUMBER					

IS THIS PERSON NOW EMPLOYED BY THE CITY AND COUNTY OF SAN FRANCISCO?		IF YES - CURRENT APPOINTMENT <input type="checkbox"/> PERMANENT <input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> CERTIFIED TEMP (TCS) <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP <input type="checkbox"/> NON CIVIL SERVICE		CURRENT EMPLOYEES ONLY	
<input type="checkbox"/> YES <input type="checkbox"/> NO				IS THIS PERSON NOW WORKING IN THE SAME DEPARTMENT AND CLASS IN ANOTHER TYPE OF APPOINTMENT? <input type="checkbox"/> YES - DO NOT COMPLETE A SEPARATION REPORT <input type="checkbox"/> NO - A SEPARATION REPORT MUST ACCOMPANY (STEP 1)	
CLASS	DEPARTMENT				
IF NOT NOW - HAS SHE/HE WORKED PREVIOUSLY?		CLASS DEPARTMENT		FROM TO	
<input type="checkbox"/> YES <input type="checkbox"/> NO					

APPOINTING OFFICER: SIGNATURE/TITLE		DATE		APPOINTEE: SIGNATURE		DATE	
--	--	------	--	-------------------------	--	------	--

APPOINTMENT PROCESSING - INSTRUCTIONS AND ADDRESSES ON REVERSE SIDE OF COPY D - EMPLOYEE COPY (WHITE)

* DO NOT SEPARATE COPIES OF THIS FORM *

GO ONLY TO THE STEPS MARKED "REQUIRED" IN THE ORDER LISTED.

STEP.	REQUIRED.	NOT REQUIRED.	AGENCY USE.
1.	<input type="checkbox"/>	<input type="checkbox"/>	REPORT TO CURRENT OR FORMER DEPARTMENT
2.	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL EXAM: DATE _____ TIME _____
3.	<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINTING
4.	<input type="checkbox"/>	<input type="checkbox"/>	RETIREMENT
5.	<input type="checkbox"/>	<input type="checkbox"/>	HEALTH SERVICE
6.	<input type="checkbox"/>	<input type="checkbox"/>	VALIDATION OF APPOINTMENT
7.	<input type="checkbox"/>	<input type="checkbox"/>	RETURN FORM TO DEPARTMENT

TO THE APPOINTING OFFICER: YOU ARE AUTHORIZED TO EMPLOY THIS APPOINTEE IN ACCORDANCE WITH THE PROVISIONS OF THE SALARY STANDARDIZATION ORDINANCE. IF THIS IS A PERMANENT APPOINTMENT, THE PROBATIONARY PERIOD REQUIREMENTS ARE AS STATED IN CIVIL SERVICE COMMISSION RULE 16.		CIVIL SERVICE USE ONLY	
		INITIALS	TYPE OF CERTIFICATION
		CONVICTIONS	<input type="checkbox"/> RULE OF 3 (R3) <input type="checkbox"/> TRANSFER (T)
		N STR	<input type="checkbox"/> SELECTIVE (SC) <input type="checkbox"/> REAPPOINT (RA)
		HANDICAP	<input type="checkbox"/> HOLDOVER (H) <input type="checkbox"/> REINSTATE (RI)
		ID VERIFIED	<input type="checkbox"/> RULE OF 1 (RI) <input type="checkbox"/> N/A
		RQ LOG	
		POSTED	
JOHN J. WALSH, GENERAL MANAGER, PERSONNEL		S/W DATE	VALIDATION DATE
		CODE 5F	CODE RE
		CODE 5X	

Subject 9: Personnel Appointments

Section 3: Appointment Processing Form and Appointment Processing

PURPOSE: To describe the appointment document and instructions for its completion, and to outline the steps required to process an appointment.

APPOINTMENT PROCESSING FORM

A five page carbon interleaved form which is titled APPOINTMENT PROCESSING (CSC 6-12) and is color coded with the distribution noted in the bottom margin (see facing page).

A supply of the APPOINTMENT PROCESSING form may be obtained from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

The instructions for completing the form begin on the following page.

Subject 9: Personnel Appointments

Section 3: Appointment Processing Form and Appointment Processing (continued)

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION		APPOINTMENT PROCESSING	
NAME (LAST, FIRST, M.I.)		DATE ISSUED	DEPT. CONTROL NO.
1		2	3
			CIVIL SERVICE USE ONLY AP- 4
5	TITLE	DATE OF BIRTH	SOCIAL SECURITY NO.
6		7	8

1. Employee's name, last name first.
2. Date issued. Date Appointment Processing Document is typed.
3. Department Control Number (Also known as the "department requisition number"):
 - a. Permanent requisitions are sequentially numbered with the letter P appearing first, i.e., P-129;
 - b. Temporary requisitions have five or six digits, beginning with the letter T (or TX for temporary exchanged funds) followed by the last digit of the first fiscal year (i.e. for 1989-90 the first number is 9), and then by four digits in sequential order, i.e., T90008;
 - c. Permanent exempt requisitions are sequentially numbered with the letter E appearing first, i.e., E-27;
 - d. Temporary exempt requisitions are numbered the same as temporary requisitions as outlined above except that the first digit(s) is the letter F or FX (for temporarily exchanged funds), i.e., F90013.
 - e. As-needed requisitions have six digits, beginning with the letters AN (for civil service as needed) or FN (for exempt as-needed) followed by four digits in sequential order beginning with the first number of the current fiscal year, e.g. AN9001.
4. Leave blank.
5. Class Number.
6. Exact title of the position as it appears on the Class Specification.
7. Appointee's date of birth.
8. Appointee's Social Security Number

Subject 9: Personnel Appointments

Section 3: Appointment Processing Form and Appointment Processing (continued)

TYPE OF APPOINTMENT		WORK SCHEDULE	PART-TIME HRS	CSC REQ NUMBER	RANK	LIST	DATE CERTIFIED			
9		10	11	12	13	14	15			
<input type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED TEMP. (TCS) <input type="checkbox"/> NON CIVIL SERVICE		<input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER
			16	17	18	19	20	21	22	

9. Type of Appointment. See description of the various types of appointment as outlined in Subject 9, Section 1, and check appropriate line.
 10. Work schedule. Check appropriate line based on the hours or schedule to be worked.
 11. The number of hours worked by part-time employees. Need not be completed for full-time, school term or as needed employees.
 12. Civil Service Commission Requisition Number. The number stamped in the upper right hand corner of the PERSONNEL REQUISITION (CSC 6-12a) by the Civil Service Commission Certification Unit when the requisition has been fully approved. This information is also contained on the Notice of Certification.
 13. Rank on the Eligible List. Must be completed only for permanent and temporary civil service (from an eligible list) appointments. The Notice of Certification contains this information.
 14. List. The Eligible List number is required only for permanent and temporary civil service (from an eligible list) appointments. The Notice of Certification contains this information.
 15. Date certified. Must be completed only for permanent and temporary civil service (from an eligible list) appointments. It is the date that the appointee and the department head were notified that the appointee's number had been reached on the holdover roster, eligible list, or reemployment registers. This information is also contained on the Notice of Certification.
 16. Department Number. The two digit number assigned by FAMIS.
- NOTE: The information for items 17 - 21 is contained on the PERSONNEL REQUISITION (CSC 6-12a) as outlined below:
17. Division. A two digit number assigned by the Controller's Office.
 18. Section. A two digit number assigned by the Controller's Office.
 19. Fund. The source of money used for the position, i.e. general fund, work order funds, etc.

Subject 9: Personnel Appointments

Section 3: Appointment Processing Form and Appointment Processing (continued)

20. Object. The type of salary used, either permanent (01) or temporary or (02).
21. Class. The class number from which the funding is derived. If it is a TX requisition, the class is the one indicated in the budget.
22. Position Number. The control number assigned within each department. Not all departments have position numbers.

23 IS THIS PERSON NOW EMPLOYED BY THE CITY AND COUNTY OF SAN FRANCISCO? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES - CURRENT APPOINTMENT 24 <input type="checkbox"/> PERMANENT <input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> CERTIFIED <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> TEMP (TCS) <input type="checkbox"/> EXEMPT-TEMP <input type="checkbox"/> NON CIVIL SERVICE		CURRENT EMPLOYEES ONLY 25 IS THIS PERSON NOW WORKING IN THE SAME DEPARTMENT AND CLASS IN ANOTHER TYPE OF APPOINTMENT? <input type="checkbox"/> YES - DO NOT COMPLETE A SEPARATION REPORT <input type="checkbox"/> NO - A SEPARATION REPORT MUST ACCOMPANY (STEP 1)	
CLASS 26	DEPARTMENT 27				
IF NOT NOW - HAS SHE/HE WORKED PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO		CLASS 29	DEPARTMENT 30	FROM 31	TO 32

23. Answer Yes or No depending on whether the appointee was employed in the City service immediately prior to the appointment being processed.
24. Current appointment is the employee's status immediately prior to the appointment being processed.
25. For current employees only, check the appropriate section. The employee's department immediately prior to this appointment must submit and attach a completed SEPARATION REPORT (CSC 1-67) if the employee is being appointed in a different class and/or different department (See Step 1 below).
26. Class Number immediately prior to the appointment being processed.
27. Department in which employee was working immediately prior to this appointment.
- 28-30. Previous Employment. Indicate whether employee has ever worked for the City and County of San Francisco and, if so, indicate the class number and department where last employed.
- 31-32. Previous employment dates.

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

APPOINTING OFFICER SIGNATURE/TITLE	DATE	APPOINTEE SIGNATURE	DATE
33		34	

33. Signature of Appointing Officer or designee must be an original signature and not a facsimile. Signator must have an authorization card on file with the CSC Timeroil Audit Unit, Room 52D. A facsimile stamp is not acceptable.
34. The appointee must sign the form before he/she begins processing.

PRIOR TO COMPLETING THE NEXT SECTIONS OF THE APPOINTMENT PROCESSING FORM, THE DEPARTMENT IN WHICH THE APPOINTMENT IS BEING MADE MUST:

1. Inform the appointee that identification with a photograph and all copies of the APPOINTMENT PROCESSING form must be presented at each step of the appointment processing.
2. Give the appointee a copy of the EMPLOYEE HANDBOOK (See Subject 1) to review prior to beginning Step 1 of the appointment processing.
3. Employees newly eligible for membership in the Health Service System (permanent appointees with no City employment immediately prior to this appointment and temporary employees who have six months of immediately prior continuous service with a normal work week of not less than twenty (20) hours) must be given the COMPARISON OF HEALTH PLANS (available from the Health Service System). The appointee must review this document prior to beginning Step 1 of appointment processing.
4. For limited tenure employees, on or immediately following the employee's 90th day of non-civil service employment (after 720 hours of paid service for full-time employees), prepare the APPOINTMENT PROCESSING form and forward it to the Civil Service Commission, In-Service Activities, Room 153 City Hall. After review and approval, the APPOINTMENT PROCESSING form will be returned to the department. If the appointment is approved, the employee may complete the processing steps. DO NOT send the appointee through the appointment steps without Civil Service Commission approval of the limited tenure appointment. An appointee who is sent through the appointment steps without Civil Service Commission approval of the limited tenure appointment will be directed back to the department.



Notice to Provisional Appointee

Name of Appointee _____

Date Issued _____

Employment Status: *(Check One)*

Address _____

☐ **Non-Civil Service**

City _____ State _____ Zip Code _____

OA Number: _____

Class and Title _____

Date of Appointment: _____

Department _____

☐ **Limited Tenure**New ☐ Renewal ☐

Validation Date: _____

Employment Type: *(Check One)*

- ☐ Full-Time (Regularly scheduled)
- ☐ School-Term (Regularly scheduled)
- ☐ Part-time (Regularly scheduled)
- ☐ As-Needed (Non-civil service, unscheduled employment)

Anticipated Last Day of Employment:

month	day	year
-------	-----	------

DEFINITION OF TYPES OF PROVISIONAL EMPLOYMENTS

NON-CIVIL SERVICE - A provisional appointment made when there are no eligibles available from civil service lists which is time restricted to a maximum duration of one thousand forty (1040) hours in any calendar or fiscal year in any class or in any department.

LIMITED TENURE - A provisional appointment made to a regularly scheduled position when there are no eligibles available from civil service lists. The approval of limited tenure appointments and the duration of such appointments is at the discretion of the Civil Service Commission.

IMPORTANT NOTICE

As a provisional appointee, you acquire no right or preference to permanent civil service employment by virtue of serving on a non-civil service or limited tenure basis. You may be displaced by an eligible from a civil service list at any time. You are serving under a time-restricted appointment and are subject to separation on or before completion of the maximum allowable time.

You must sign this form below acknowledging that you have received a copy of this notice.

(Signature of Appointee)_____
(Date)cc: Civil Service Commission
Personnel File

-See Reverse Side-

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

5. For all provisional employees (NCS and LT), prepare a NOTICE TO PROVISIONAL APPOINTEES (CSC 6-19) in triplicate (see facing page). The form is available in Room 52C City Hall.

Non-Civil Service: If the appointment does not need to be validated, send Copy A of the form to the CSC EEO Unit, Room 151 City Hall, give Copy B to the appointee and retain Copy C in the appointee's personnel file. If the NCS appointment must be validated (see page 9.15), the Civil Service copy (Copy A) of the NOTICE TO PROVISIONAL APPOINTEES must be attached to the APPOINTMENT PROCESSING FORM.

Limited Tenure: attach the copy of the form to the APPOINTMENT PROCESSING document after it is returned from the Civil Service Commission In-Service Activities Unit. It will be required at the time of Validation of Appointment (Step 6 below).

6. Employees who were not on the payroll of the City and County of San Francisco (including both the San Francisco Community College District and the San Francisco Unified School District) prior to November 6, 1986, OR who have had a break-in-service must complete Immigration and Naturalization Service (INS) Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION. A copy must be attached to the APPOINTMENT PROCESSING form. See Appendix A (HANDBOOK FOR EMPLOYERS) of this section for complete instructions on use of Form I-9 (copies of the Handbook are available in Room 52C City Hall). It is the appointing department's responsibility to ensure that the employee's identity and eligibility for employment meet the federal requirements.
7. For appointments not validated in Room 52E City Hall, the appointing department is required to give the appointee a copy of Charter Section 8.346 - Disciplinary Action Against Striking Employees Other Than Members of Police and Fire Department (CSC 6-11C), obtain the appointee's signature on the ACKNOWLEDGEMENT (CSC 6-11B), and forward the ACKNOWLEDGEMENT to the CSC Certification Unit, Room 52E City Hall. Employees who refuse to sign the ACKNOWLEDGEMENT may not be appointed. A supply of the Charter Section and the ACKNOWLEDGEMENT is available in Room 52C City Hall.

This procedure is not required for appointments in the uniformed forces of the Police and Fire Departments and is not required for appointments in the San Francisco Unified School District and the San Francisco Community College District.

8. Detach and retain the yellow (Department Suspense) copy of the APPOINTMENT PROCESSING document.

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

APPOINTMENT PROCESSING - INSTRUCTIONS AND ADDRESSES ON REVERSE SIDE OF COPY D - EMPLOYEE COPY (WHITE)		AGENCY USE
* DO NOT SEPARATE COPIES OF THIS FORM *		
GO ONLY TO THE STEPS MARKED "REQUIRED" IN THE ORDER LISTED.		
STEP	REQUIRED	NOT REQUIRED
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

GIVE THE APPOINTEE THE APPOINTMENT PROCESSING DOCUMENT AND INFORM HER/HIM THAT THE FOLLOWING STEPS MUST BE COMPLETED IN ORDER, EXCEPT FOR STEP 3 FINGERPRINTING WHICH IS DONE AT THE TIME OF VALIDATION OF APPOINTMENT (STEP 6), AND THAT AT EACH OF THE REQUIRED STEPS THE AGENCY REPRESENTATIVE WILL INITIAL THE FORM IN THE "AGENCY USE" COLUMN AFTER PROCESSING WITH THAT AGENCY IS COMPLETED. THE APPOINTEE WILL BE REQUIRED TO PRESENT IDENTIFICATION AT EACH STEP OF APPOINTMENT PROCESSING.

THE APPOINTING DEPARTMENT CHECKS REQUIRED/NOT REQUIRED AS PER THE FOLLOWING INSTRUCTIONS:

STEP 1: Report to Current or Former Department

This step is required only when the appointee is:

- A. A former employee in any status who has had a break-in-service of less than six months and is being re-employed in any status in the City service. In this case, the previous department must complete the EMPLOYEE CHANGE OF DEPARTMENT FORM (PPSD-1094) and forward it to the Payroll Unit in the new department; OR
- B. A current employee accepting appointment in another class and/or department. In this case, the former department must complete a SEPARATION REPORT (CSC 1-67) and attach copies A (Green), B (Blue), C (Yellow), and D (White) to the APPOINTMENT PROCESSING form. (see Subject 13 for instructions on use of the SEPARATION REPORT). Employees who have been on a leave from their permanent position to a temporary position must have a SEPARATION REPORT from both the permanent and the temporary class.

This step is not required for appointees who are transitioning from non-only service status to limited tenure status nor for appointees who have not been employed in the City service within the past six months.

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

Step 2: Medical ExaminationCMOSH, Bldg. 9
SF General Hospital Medical Center

The appointee must have to a medical examination only if required by the Civil Service Commission's MEDICAL EXAMINATION POLICY (authorized by CSC Rule 15, Section 15.01). See Appendix B at the end of this subject for a copy of this policy which indicates those classifications which require medical examinations.

Departments may request permission to employ an individual on a non-civil service basis pending completion of the medical examination. Such requests must be made to the Office of the Civil Service Commission Assistant Secretary and will be evaluated on a case-by-case basis.

If, after having read the MEDICAL EXAMINATION POLICY, you have questions about its application, contact the In-Service Activities Unit, Office of the Assistant Secretary (CSC) at 554-4748.

Medical appointments will be scheduled at the time the department calls and an appointment generally will be provided usually within seven days.

- Call the Center for Municipal Occupational Safety and Health (CMOSH), Building 9, San Francisco General Hospital Medical Center (SFGHMC) at 821-8998 between 11 A.M. and 4:30 P.M., Monday through Friday, for a medical appointment.
- You will be required to tell CMOSH the appointee's name, address, proposed class number and title, and whether the appointee has had a medical examination at CMOSH in the past.
- Prior to the appointment, give the appointee a copy of the MEDICAL HISTORY FORM (CSC 6-11a). The MEDICAL HISTORY FORM must be completed by the appointee and taken to the medical examination, unless the employee has been medically examined by CMOSH since 1983. If the form is not completed prior to the medical examination, CMOSH may send the appointee back to the department for rescheduling. A supply of the MEDICAL HISTORY FORM is available in Room 52C City Hall.
- If the appointee has difficulty speaking and/or understanding English, ask the appointee to bring a translator to the medical examination. If this poses a problem, inform CMOSH and arrangements for a translator will be made.
- The department must emphasize to the appointee the importance of keeping the medical appointment and reporting on time. If an appointee is more than 15 minutes late for the scheduled medical appointment, the appointment will be cancelled (See Appendix B regarding penalties for missed appointments).

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

Step 3: Retirement

1155 Market Street, 2nd Floor

(FINGERPRINTING NOW MOVED TO STEP 6)

The following appointees must appear for processing at the Retirement System Office:

1. All new permanent (PCS) and permanent full-time exempt (PEX) appointees.
2. All appointees, regardless of status, who are current members of the Retirement System.

This step is not required for the following appointees if they are not current members of the Retirement System:

1. Temporary civil service (TCS)
2. Provisional (LT and NCS)
3. Temporary exempt (TEX)
4. Permanent part-time exempt (PEX)

Call the Retirement System at 554-1550 if there are questions related to Retirement System processing.

Step 4: Health Service System

1155 Market Street, 3rd Floor

Processing at the Health Service System is required for:

1. All new permanent civil service (PCS) and permanent exempt (PEX) appointees.
2. All temporary employees (TCS, LT, NCS, TEX) who have served continuously in any temporary status for the immediately previous six months and who have worked at least 20 hours per week during that period. Such employees are eligible for membership in the Health Service System and should be given the TEMPORARY HEALTH BENEFITS PROCESSING FORM (HSM-27) to complete and take to the Health Service System two weeks prior to their six month anniversary date. None of the other appointment processing steps is required for employees in this category.
3. All current appointees who are either being certified to the Unified School District from another City department or coming from the Unified School District to another City department. All other appointees being promoted within the same department or another City department, or within the Unified School District do not require Health Service processing.

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

Inquiries regarding Health Service System processing should be directed to the Health Service System at 554-1750.

Step 5: Fingerprinting
(Formerly Step 3)

Room 52E City Hall

Fingerprinting is required of all new employees and some current employees. See Appendix C at the end of this section for a copy of the REVIEW OF CRIMINAL HISTORY RECORDS POLICY which explains in detail the fingerprinting requirements.

If, after having read the REVIEW OF CRIMINAL HISTORY RECORDS POLICY there are questions about its application, contact the Office of the General Manager, Personnel at 554-4723.

Step 6: Validation of Appointment

Room 52E City Hall

The step is required for all appointees EXCEPT:

1. Non-civil service employees who are not required to be fingerprinted and who are not required to have medical examinations;
2. Exempt employees who are not required to be fingerprinted and not required to have medical examinations.
3. Officers of the City and County of San Francisco enumerated in Section 1.103 of the Charter.

For the above employees, the completed APPOINTMENT PROCESSING form must be mailed to the CSC Timeroll Audit Unit, Room 52D City Hall.

This step is required for all permanent (PCS), temporary (TCS), and limited tenure (LT) appointments. Appointment Validation is done at the Civil Service Commission Certification Unit, Room 52E City Hall.

In addition to the APPOINTMENT PROCESSING DOCUMENT, the appointee will be required to bring to the Certification Unit the following items:

1. An identification with photograph
2. The NOTICE TO PROVISIONAL EMPLOYEES (for LT and NCS employees only)
3. One copy of Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (See instructions in Appendix A of this Section)
4. A SEPARATION REPORT for current employees accepting appointment in another class and/or department (See instructions for Step 1)

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

Before validation of the appointment, the appointee is given the following documents by the Certification Unit staff:

1. Appointees in those classifications in which an employee organization has an Agency Shop agreement with the City and County of San Francisco are given a packet of information from the employee organization. The appointee will be required to sign a form acknowledging receipt of the information packet.
2. Temporary (TCS) appointees are given a notice concerning their eligibility for selective certification to a permanent position. These appointees will be required to sign an acknowledgement of receipt of the information.
3. JUDICIAL DRIVING RECORD REVIEW FORM (CSC 6-16): Appointees must complete this form (See Appendix C for a copy of the form) before validation.
4. All appointees except uniformed members of the Police and Fire Departments and employees of the San Francisco Unified School District and Community College District are given a copy of CHARTER SECTION 8.346 - Disciplinary Action Against Striking Employees Other than Members of Police and Fire Departments (CSC 6-11C) and are required to sign an ACKNOWLEDGEMENT (CSC 6-11B) to indicate that they have been given a copy of the charter section.

Appointees who fail or refuse to sign the Acknowledgement will not have their appointments validated and will become ineligible for appointment.

Step 7: Return Form to Department

This step is required for all appointees.

CIVIL SERVICE USE ONLY					
APPOINTING OFFICER: YOU ARE AUTHORIZED TO EMPLOY APPOINTEE IN ACCORDANCE WITH THE PROVISIONS OF SENATE BILL NO. 100, AS AMENDED, AND THE CIVIL SERVICE STANDARDIZATION ORDINANCE. IF THIS IS A PERMANENT APPOINTMENT, THE PROBATIONARY PERIOD REQUIREMENTS ARE AS SET FORTH IN CIVIL SERVICE COMMISSION RULE 16.	CONVICTIONS	INITIALS	TYPE OF CERTIFICATION		
	N STR	_____	_____ RULE OF 3 (R3)	_____ TRANSFER (T)	
	HANDICAP	_____	_____ SELECTIVE (SC)	_____ REAPPOINT (RA)	
	ID VERIFIED	_____	_____ HOLDOVER (H)	_____ REINSTATE (RI)	
	RQ LOG	_____	_____ RULE OF 1 (R1)	_____ N/A	
	POSTED	_____			
WALSH, GENERAL MANAGER, PERSONNEL	S/W DATE	VALIDATION DATE	CODE SF	CODE RE	CODE SX
	(1)	(2)		(3)	(4)

Except in the case of limited tenure appointments and for the S/W Date, this section is for use by the Civil Service Commission staff. For limited tenure employees, the department completes this section as follows:

Subject 9: Personnel Appointments

Section 3: Appointment Processing (continued)

- (1) Start Work (S/W) Date: should be completed by the department if known prior to appointment processing. The start work date cannot precede the validation date.
- (2) Validation Date: the date the employee will begin working in a limited tenure status, usually 130 working days after the employee began working NCS in the class and department.
- (3) Code RE: the employee's race/ethnicity
The codes are as follows:
- 1 White
 - 2 Black
 - 3 Hispanic
 - 4 Asian
 - 5 Filipino
 - 6 American Indian
- (4) Code SX: the employee's sex:
M - Male
F - Female

After verification of the information contained in the APPOINTMENT PROCESSING form and the completion of all required steps, the Certification Clerk validates the appointment.

The Certification Clerk retains copies A (Green) and C (Blue) of the APPOINTMENT PROCESSING form and, if applicable, retains copies A (Green) and C (Blue) of the SEPARATION REPORT.

The Appointee

- Returns Copy B (Yellow) of the validated APPOINTING PROCESSING form to the appointing department.
- Retains Copy D (White) of the APPOINTMENT PROCESSING form for her/his own records.
- If applicable, returns Copy C (Yellow) of the SEPARATION REPORT to the appointing department.
- If applicable, retains Copy D (White) of the SEPARATION REPORT for her/his own records.

CERTIFICATE OF APPOINTMENT OF OFFICER

NAME OF APPOINTEE					Regn. # (E = Perm. F = Temp) Complete one box <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center;">E</div> <div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center;">F</div> </div>											
ADDRESS					TELEPHONE NO.		BIRTH DATE		SOC. SEC. #							
CLASS No.		TITLE			DATE OF APPOINTMENT			FOR TERM ENDING								
DEPT.	DIV.	SEC.	FUND	OBJECT	ITEM	SALARY		INDEX CODE		SUBJECT						
THIS APPOINTMENT VICE						VICE SOC. SEC. #		PROJECT/WORK PHASE								
DEPARTMENT				DIVISION		POSITION CONTROL NUMBER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">A. S. O. SEC. NO.</td> <td style="width: 33%; text-align: center;">CLASS NO.</td> <td style="width: 33%; text-align: center;">POS. NO.</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>					A. S. O. SEC. NO.	CLASS NO.	POS. NO.			
A. S. O. SEC. NO.	CLASS NO.	POS. NO.														

APPOINTING OFFICER'S CERTIFICATE OR COMMISSION—I have this day made appointment as recorded above.

Appointing
 Officer _____

Date _____

Title _____

RATIFICATION (If Required)

APPOINTEE'S OATH AND ACCEPTANCE

Subscribed and
sworn to this _____ day of _____ 19____
before me.

Title _____
Must be an Officer qualified by Law to take an Oath

I swear that I possess the qualifications required by
law to hold this office and I accept this appointment.

Appointee's Signature

APPROVALS

CONTROLLER (As to Funds Available)	CIVIL SERVICE COMMISSION (As to Legality and Compensation)
Signatures Funds Available Salary Ordinance Register	

Submit in triplicate to Civil Service Commission who will forward to the Controller for approval.

APPOINTMENT IS NOT EFFECTIVE BEFORE THIS FORM IS PROPERLY CERTIFIED AND APPROVED.

Subject 9: Personnel AppointmentsSection 4: Appointment of Officers

PURPOSE

To outline the procedures for processing the appointment of an officer of the City and County of San Francisco.

AUTHORITY

Charter of the City and County of San Francisco, Section 1.103. This section contains a listing of the officers of the City and County of San Francisco.

FORM

CERTIFICATE OF APPOINTMENT OF OFFICER (CSC 7-14). See facing page. A supply of the CERTIFICATE OF APPOINTMENT OF OFFICER form may be obtained from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall between the hours of 8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday through Friday.

Completion of the Form

The CERTIFICATE OF APPOINTMENT OF OFFICER (CSC 7-14) is prepared in quadruplicate in the appointing authority's department. For example, the members of the Civil Service Commission are appointed by the Mayor. The Mayor's Office, therefore, prepares the form.

Completion of the form is the essentially the same as that for an exempt appointment. See Section 4: Appointment Processing for guidelines.

The appointment of certain officers requires ratification by the Board of Supervisors. When required, the Board of Supervisors Resolution Number and File Number should be typed in the RATIFICATION Section and a copy of the Resolution attached to the form.

Appointee's Oath and Acceptance is required for every officer. The oath may be taken by a person qualified by law to take an oath, i.e. an officer of any court. The form must be signed by both the person administering the oath and the appointee.

Submission of the Form

The original and three copies of the CERTIFICATE OF APPOINTMENT OF OFFICER are submitted to Civil Service Commission Timeroll Audit Unit, Room 52D City Hall. The appointment is recorded by Timeroll Audit Unit and then sent to the CSC Classification Unit for their review and approval. Upon its return, it is sent by CSC Timeroll Audit Unit to the Controller for approval of funds. The Controller returns the approved forms to CSC Timeroll Audit Unit for proper distribution. The original approved copy is retained by CSC Timeroll Audit Unit, one approved copy is returned to the Controller, one sent to the Department and one to the Mayor's Office, when applicable (i.e., a Commission member appointed by the Mayor).

Subject 9: Personnel Appointments

Section 4: Appointment of Officers (continued)

APPOINTMENT PROCESSING FOR OFFICERS

1. An APPOINTMENT PROCESSING form (CSC 5-12) must be submitted in accordance with the procedures outlined in Subject 9, Section 3-Appointment Processing Form and Appointment Processing.
2. A copy of the CERTIFICATE OF APPOINTMENT OF OFFICER must be attached to the APPOINTMENT PROCESSING FORM.
3. Check with the Retirement System and Health Service System for processing requirements for officers.
4. Officers are not required to appear at Room 52E City Hall for validation of appointment.
5. After completion of Step 5 of the Appointment Process, the officer returns the APPOINTMENT PROCESSING FORM to the department. The department sends the APPOINTMENT PROCESSING FORM AND a copy of the CERTIFICATE OF APPOINTMENT OF OFFICER to the CSC Timeroll Audit Unit, Room 52D City Hall.

Subject 9: Personnel Appointments

Section 5: ReinstatementPURPOSE

To describe the EMPLOYEE REQUEST FOR REINSTATEMENT (CSC 6-36A) and the process of applying for and obtaining reinstatement from a current permanent appointment to a permanent position in a class previously held on a permanent basis.

This section includes the following types of Reinstatements:

Reinstatement to Former Class
Reinstatement Following Transfer
Reinstatement from Disability Retirement
Reinstatement from Promotive Probationary Appointment

AUTHORITY

CSC Rule 13 - Reinstatement and Reappointment

Charter Section 8.509 Retirement - Miscellaneous Officers and Employees on or after July 1, 1947 (Subsection (c) pertains to reinstatement after disability retirement)

NOTE

1. Use of reinstatement by an appointing officer to fill a permanent vacancy precludes the use of other methods of appointment (CSC Rule 12, Section 12.02B)
2. Individuals seeking reappointment or reinstatement may contact the CSC Certification Unit regarding available positions.

DEFINITION

Reinstatement is the return of a current permanent employee to a vacant permanent position in a former class and/or department in which the employee had completed the probationary period. Except for reinstatement from a promotive probationary appointment, reinstatement requires the approval of the appointing officer in the current department and in the department to which the reinstatement request is made. In the case of a promotive probationary employee requesting reinstatement, the approval of the General Manager, Personnel is required.

- If the employee returns to the former department, departmental seniority is not affected and a new probationary period is not required.
- If the employee reinstates to a new department, a new departmental seniority date is established and a probationary period is required.

EMPLOYEE REQUEST FOR REINSTATEMENT

COMPLETE A SEPARATE REQUEST FORM FOR EACH DEPARTMENT/CLASS REQUESTED

Type of Reinstatement Requested (Check One)

☐ Reinstatement Following Transfer☐ Reinstatement to Former Class☐ Reinstatement from Disability Retirement☐ Reinstatement from Promotive
Probationary Appointment

Name _____ Social Security No. _____

Address _____ Rank _____ List No. _____

City _____ State _____ Zip _____

Telephone (Work) _____ (Home) _____

Current Class (Number and Title) _____

Current Department _____

Requested Class (Number and Title) _____

Requested Department _____

Signature_____
Date

See Reverse Side for Excerpts from Civil Service Commission Rules

APPROVALS**PRESENT DEPARTMENT**

Name _____ Title _____

Signature _____ Date _____

REQUESTED DEPARTMENT

Requisition No. _____ CSC No. _____

Name _____ Title _____

Signature _____ Date _____

GENERAL MANAGER, PERSONNEL (FOR REINSTATEMENT FROM PROMOTIVE PROBATIONARY APPOINTMENT ONLY)

Signature _____ Date _____

Subject 9: Personnel Appointments

Section 5: Reinstatement (continued)

REINSTATEMENT REQUEST PROCESSEmployee

1. Obtains a copy of the EMPLOYEE REQUEST FOR REINSTATEMENT form (CSC 6-36A) from the Room 52C City Hall or from the departmental personnel office (See facing page).
2. Completes the top half of the form.

Note:

- a. Reinstatement following Transfer is to be checked by an employee who has transferred from a permanent position in one class to a permanent position in the same class in another department and who, during the probationary period wishes to return to the former department.
 - b. Reinstatement from Disability Retirement is for a former employee who has retired due to disability and who has recovered sufficiently to return to City and County employment. Such reinstatement requires a certification by a Retirement System physician that the employee is capable of returning to the same position or classification and department held prior to the disability retirement (Charter Section 8.509; Administrative Code Section 16.7 [a]).
 - c. Reinstatement to Former Class is for a permanent employee who has permanently separated from a position in one class and who wishes to be reinstated to a vacant permanent position in a former classification.
 - d. Reinstatement from Promotive Probationary Appointment is for an employee who is serving a probationary period in a promotive position and who wishes to return to a position in the class from which promoted.
3. Submits the EMPLOYEE REQUEST FOR REINSTATEMENT as follows:
 - a. For Reinstatement following Transfer the employee first obtains the signed approval of the appointing officer in the current department and then the signed approval of the appointing officer in the requested department. The form remains in the requested department.
 - b. For Reinstatement from Disability Retirement, the retiree submits the EMPLOYEE REQUEST FOR REINSTATEMENT to the appointing officer in the department from which retired with a copy of the certification by the Retirement System physician.

Subject 9: Personnel Appointments

Section 5: Reinstatement (continued)

- c. For Reinstatement to Former Class, the employee first obtains the signed approval of the appointing officer in the current department and then the signed approval of the appointing officer in the requested department. The form remains in the requested department.
- d. For Reinstatement from Promotive Probationary Appointment, the employee submits the EMPLOYEE REQUEST FOR REINSTATEMENT to the CSC Assistant Secretary's Office, Room 153 City Hall where it is retained for certification purposes.

Requested Department

1. For Reinstatement Following Transfer and Reinstatement to Former Class, at the time the request is approved, the requested department:
 - a. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, and no certification has been issued, the department types the Requisition Number and CSC Number on the EMPLOYEE REQUEST FOR REINSTATEMENT and sends it to the CSC Certification Unit OR
 - b. If there is a vacancy and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not yet been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, types "For the reinstatement of (employee's name)." The original copy of the EMPLOYEE REQUEST FOR REINSTATEMENT form is sent to the CSC Certification Unit with the PERSONNEL REQUISITION Number indicated OR
 - c. If there are no vacancies in the class, the department may retain the form for consideration when a vacancy does occur.
2. For Reinstatement From Disability Retirement, the requested department:
 - a. Must in accordance with Charter mandate, approve the request and return the employee to the position and class which was held prior to the disability retirement. This action may result in "bumping" or a lay-off (See Subject 13 - Employee Separations I, Section 7 - Layoff and CSC Rule 32 - Layoff and Involuntary Leave).
 - b. Attaches a copy of the Retirement System statement to the EMPLOYEE REQUEST FORM with the PERSONNEL REQUISITION identified in the upper right hand corner and sends these documents to the CSC Certification Unit, Room 52E City Hall.

Subject 9: Personnel Appointments

Section 5: Reinstatement (continued)

Civil Service Certification Unit

1. Files the completed EMPLOYEE REQUEST FOR REINSTATEMENT form until the approved PERSONNEL REQUISITION is received.
2. Issues a certification to the employee on the identified and approved requisition under the "Rule of One."
3. Except with the approval of the General Manager, Personnel, for unusual circumstances, if a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR REINSTATEMENT is received in the Civil Service Commission Certification Unit, the reinstatement can not be processed and the EMPLOYEE REQUEST FOR REINSTATEMENT will be returned to the department.

Appointment Processing

1. Reinstatement from Disability Retirement

The reinstating employee completes appointment processing as follows:

Step 1 - Report to current department	Not required
Step 2 - Medical examination	Not required
Step 3 - Health Service System	Required
Step 4 - Retirement System	Required
Step 5 - Fingerprinting (Formerly Step 3)	See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C)
Step 6 - Validation	Required
Step 7 - Return Form to Department	Required

NOTE: Employees who are reinstating from disability retirement, are required to complete Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (see Appendix A)

2. All Other Reinstatements

The reinstating employee completes appointment processing as follows

Step 1 - Report to current department	Required; the employee obtains a completed SEPARATION REPORT.
Step 2 - Medical Examination	See MEDICAL EXAMINATION POLICY (Appendix B).

Subject 9: Personnel Appointments

Section 5: Reinstatement (continued)

Step 3 - Retirement System	Required
Step 4 - Health Service System	Not required unless the reinstatement involves movement between the San Francisco Unified School District and another City department
Step 5 - Fingerprinting (Formerly Step 3)	See REVIEW OF CRIMINAL HISTORY RECORDS POLICY (Appendix C).
Step 6 - Validation	Required
Step 7 - Return Form to Department	Required

Seniority and the Probationary Period

1. Reinstatement from Disability Retirement

- a. The employee returns to the position from which retired with seniority determined from the original certification in the class, less the period of retirement.
- b. A new probationary period is not required.
- c. If the position from which retired no longer exists in the department's budget, the retiree may be appointed to a vacant position in any City department or may "bump" the least senior employee in the City service if such employee has less seniority than the retiree. A new probationary period is required if the retiree is reinstated to a department other than the department from which retired.

2. All other Reinstatements

- a. If the employee returns to the former department, departmental seniority is not affected and a new probationary period is not required.
- b. If the employee reinstates to a new department, a new departmental seniority date is established and a probationary period must served.

REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION

COMPLETE A SEPARATE REQUEST FORM FOR EACH DEPARTMENT/CLASS REQUESTED

Name _____ Social Security No. _____
Address _____ Rank _____ List No. _____
City _____ State _____ Zip _____
Telephone (Work) _____ (Home) _____
Class From Which Resigned (Number and Title) _____
Department From Which Resigned _____
Effective Date of Resignation _____
Class Requested (Number and Title) _____
Department Requested _____

Signature_____
Date

See Reverse Side for Excerpts from Civil Service Commission Rules

APPROVAL OF DEPARTMENT HEAD IN REQUESTED DEPARTMENT

Requisition No. _____

CSC No. _____

Name_____
Title_____
Signature_____
Date

Subject 9: Personnel Appointments

Section 6: Reappointment Following Resignation

PURPOSE

To describe the REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION (CSC-36B) and the process of applying for and obtaining reappointment in a permanent position following resignation from a permanent position.

AUTHORITY

Civil Service Commission Rule 13 - Reinstatement and Reappointment.

NOTE

1. Use of reappointment by an appointing officer to fill a permanent vacancy precludes the use of other methods of appointment (CSC Rule 12, Section 12.02B).
2. Individuals seeking reappointment may contact the CSC Certification Unit regarding available positions.

DEFINITION

Reappointment is the return to a vacant permanent position by a former permanent employee who resigned from the City and County service with services certified as satisfactory and who had completed the probationary period in the class to which reappointing (CSC Rule 13.03 - Reappointment following Resignation).

- For former members of the uniformed ranks of the Police and Fire Departments, reappointment must be completed within two years of the effective date of the resignation.
- For all former employees except members of the uniformed ranks of the Police and Fire Departments, reappointment must be completed within four years of the effective date of the resignation. "Completed" means that a certification for the resignee's reappointment has been issued, although the employee may not have begun working.

REAPPOINTMENT REQUEST PROCESSEmployee

The employee requesting reappointment must:

1. Obtain a copy of the REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION form from Room 52C City Hall or from the departmental personnel office.
2. Complete the top half of the form.

Subject 9: Personnel AppointmentsSection 6: Reappointment Following Resignation (continued)

3. Obtain approval of the department to which reappointment is requested (requires signature of the appointing officer or designee).

Requested Department

At the time an employee's request for reappointment is approved, the department:

1. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, and no certification has been issued, insert the Requisition Number and CSC Number on the REQUEST FOR REAPPOINTMENT, has it signed by an authorized signator and sends it to the CSC Certification Unit OR
2. If there is a vacancy and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not yet been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, types "For the reappointment of (employee's name)." The original copy of the REQUEST FOR REAPPOINTMENT is sent to the CSC Certification Unit with the PERSONNEL REQUISITION Number indicated OR
3. If there are no vacancies in the class, may retain the REQUEST FOR REAPPOINTMENT for consideration when a vacancy does occur.

Civil Service Certification Unit

- A. Files the completed REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION form until the approved PERSONNEL REQUISITION is received.
- B. Issues a certification to the reappointee on the identified and approved requisition under the "Rule of One."
- C. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the REQUEST FOR REAPPOINTMENT is received in the CSC Certification Unit, the reappointment can not be processed and the form will be returned to the department.

Appointment Processing

The reinstating employee completes appointment processing as follows:

Step 1 - Report to current department:

Required for employees who have been separated for less than six months

Not required for employees who have been separated for more than six months

Section 6: Reappointment Following Resignation (continued)

Step 2 - Medical Examination	See MEDICAL EXAMINATION POLICY (Appendix B)
Step 3 - Retirement System	Required
Step 4 - Health Service System	Required
Step 5 - Fingerprinting (Formerly Step 3)	See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C)
Step 6 - Validation	Required
Step 7 - Return Form to Department	Required

NOTE: Employees who are reappointing have a break in service and are required to complete FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (see Appendix A).

Seniority and the Probationary Period

- A. Seniority is computed for purposes of layoff based upon the date of certification which resulted in the reappointment.
- B. The reappointed employee begins a new probationary period.

EMPLOYEE REQUEST FOR TRANSFER

COMPLETE A SEPARATE REQUEST FORM FOR EACH DEPARTMENT REQUESTED
See Reverse Side for Excerpts from Civil Service Commission Rules

Check One: _____ Regular Transfer (Civil Service Commission Rule 20.01)
 _____ Transfer from Part-Time to Full-Time Position (Civil Service Commission Rule 20.02)
 _____ Transfer due to Technological Advances (Civil Service Commission Rule 20.04)
 _____ Limited Term Transfer (Civil Service Commission Rule 20.06)

Name _____ Social Security No. _____
Address _____ Rank _____ List No. _____
City _____ State _____ Zip _____
Telephone (Work) _____ (Home) _____
Current Class (Number and Title) _____
Current Department _____
Requested Department _____
Duration (For Limited Term Transfer Only) _____

Signature_____
Date

APPROVALS**PRESENT DEPARTMENT**_____
Name_____
Title_____
Signature_____
Date**REQUESTED DEPARTMENT**

Requisition No. _____ CSC No. _____

Name_____
Title_____
Signature_____
Date**GENERAL MANAGER, PERSONNEL (FOR LIMITED TERM TRANSFER ONLY)**_____
Signature_____
Date

Subject 9: Personnel Appointments

Section 7: Transfers

PURPOSE

To describe the requirements for and the process of obtaining a transfer.
This section includes the following types of Transfers:

- Regular Transfer
- Transfer from Part-Time to Full-Time Position
- Transfer due to Technological Advances
- Transfer of Function
- Limited Term Transfer
- Disability Transfer
- Reinstatement from Disability Transfer

The procedure for each type of transfer is sufficiently different that each will be treated separately.

REGULAR TRANSFER

1. Definition

The movement of a permanent appointee who has passed the probationary period from one permanent position to another position in the same class under a different appointing officer.

2. Authority

Civil Service Commission Rule 20 - Transfer, Section 20.01 Transfers.

3. Form

EMPLOYEE REQUEST FOR TRANSFER (CSC 6-36) available in Room 52C City Hall or from the departmental personnel office.

4. Transfer Process

Employee

The employee requesting transfer must:

- A. Obtain an EMPLOYEE REQUEST FOR TRANSFER form
- B. Complete the top half of the form
- C. Obtain approval from the department to which transfer is requested (approval by the current department is not required).

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

Requested Department

If the requested department agrees to accept the transfer, the requested department:

- A. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, and no certification has been issued; types the departmental control number and CSC requisition number on the EMPLOYEE REQUEST FOR TRANSFER, has it signed by an authorized signator, and sends it to the CSC Certification Unit.
- B. Sends one copy of the EMPLOYEE REQUEST FOR TRANSFER to the employee's current department.
- C. If there is a vacancy and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not yet been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, types "For the transfer of (employee's name)." The original approved copy of the EMPLOYEE REQUEST FOR TRANSFER with the PERSONNEL REQUISITION Number identified is sent to the CSC Certification Unit and a copy retained in the department.
- D. If there are no vacancies in the class, retains the EMPLOYEE REQUEST FOR TRANSFER for consideration when a vacancy does occur.

CSC Certification Unit

- A. Files the completed EMPLOYEE REQUEST FOR TRANSFER until the approved PERSONNEL REQUISITION is received.
- B. Issues a certification on the identified and approved requisition to the requested department under the "Rule of One."
- C. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR TRANSFER is received in the Civil Service Commission Certification Unit, the transfer can not be processed and the EMPLOYEE REQUEST FOR TRANSFER will be returned to the department.

Appointment Process

- A. The requested department sets a start work date for the transferee. This date must include a minimum notice of fifteen working days prior to separation from the current department. This period may be shortened if the current department agrees.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

B. The transferee completes appointment processing as follows:

Step 1 - Report to current department Required

Step 2 - Medical examination See MEDICAL EXAMINATION
POLICY (Appendix B)

Step 3 - Retirement System Required

Step 4 - Health Service System Not required unless the
transfer is between the San
Francisco Unified School
District and another City
department.Step 5 - Fingerprinting See REVIEW OF CRIMINAL
(Formerly Step 3) HISTORY RECORDS (Appendix C)

Step 6 - Validation Required

Step 7 - Return Form to Department Required

5. Seniority and the Probationary Period

A. City wide seniority is not affected by the transfer but departmental seniority dates from the certification which resulted from the transfer.

B. A new probationary period is required (CSC Rule 16.02C).

TRANSFER FROM PART-TIME TO FULL-TIME POSITION1. Definition

A permanent appointee to a part-time position or a position not full-time on an annual basis who serves under such appointment continuously for one (1) year, may upon request, transfer to regular full-time position in a different city department.

2. Authority

Civil Service Commission Rule 20 - Transfers, Section 20.02 - Transfer from Position Not Full-Time.

Transfer described in this section differs from the process provided for in Civil Service Commission Rule 14 - Part-Time and As Needed Employment, Section 14.01C - Advancement From Part-Time or School-Term Position to Full-Time which applies to advancement within the same department.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

3. Form

EMPLOYEE REQUEST FOR TRANSFER (CSC 6-36) available in Room 52C City Hall or from the departmental personnel office.

4. Transfer ProcessEmployee

The employee requesting transfer to a full-time position must:

- A. Obtain an EMPLOYEE REQUEST FOR TRANSFER form
- B. Complete the top half of the form
- C. Obtain approval from the department head in the department where the full-time position is located (approval by the current department is not required).

Requested Department

If the transfer request is accepted, the requested department:

- A. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, types the departmental control number and the Civil Service Commission requisition number on the EMPLOYEE REQUEST FOR TRANSFER, has it signed by an authorized signator, and sends it to the CSC Certification Unit.
- B. Sends one copy of the EMPLOYEE REQUEST FOR TRANSFER to the employee's current department.
- C. If there is a vacancy, and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, types "For the transfer to full-time position of (employee's name)". The original approved copy of the EMPLOYEE REQUEST FOR TRANSFER with the PERSONNEL REQUISITION Number identified is sent to the CSC Certification and a copy retained in the department.
- D. If there is no vacancy in a full-time position, retains the EMPLOYEE REQUEST FOR TRANSFER until a vacancy does occur.

CSC Certification Unit

- A. Files the completed EMPLOYEE REQUEST FOR TRANSFER until the approved PERSONNEL REQUISITION is received.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

- B. Issues a certification on the identified and approved requisition to the requested department under the "Rule of One."
- C. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR TRANSFER is received in the Civil Service Commission Certification Unit, the transfer can not be processed and the EMPLOYEE REQUEST FOR TRANSFER will be returned to the department.

Appointment Process

- A. The requested department sets a start work date for the transferee. This date must include a minimum notice of fifteen working days prior to separation from the current department if the transfer is to a different department. This period may be shortened if the current department agrees.

- B. The transferee completes appointment processing as follows:

Step 1 - Report to current department Required

Step 2 - Medical examination See MEDICAL EXAMINATION
POLICY (Appendix B)

Step 3 - Retirement System Required

Step 4 - Health Service System Not required unless the
transfer is between the San
Francisco Unified School
District and another City
department.

Step 5 - Fingerprinting See REVIEW OF CRIMINAL
(Formerly Step 3) HISTORY RECORDS (Appendix C)

Step 6 - Validation Required

Step 7 - Return Form to Department Required

5. Seniority and the Probationary Period

- A. City wide seniority is not affected by the transfer but departmental seniority dates from the certification which resulted in the transfer.
- B. A new probationary period is required (CSC Rule 16.02C).

Subject 9: Personnel Appointments

Section 7: Transfers (continued)TRANSFER DUE TO TECHNOLOGICAL ADVANCES1. Definition

Permanent civil service employees who have completed the probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the General Manager, Personnel, for transfer to a position within their capacities to perform, whether or not within the classification for which they qualified for appointment.

2. Authority

Charter Section 8.351 Automation Transfers

Civil Service Commission Rule 20 - Transfers, Section 20.04 - Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment.

3. Form

EMPLOYEE REQUEST FOR TRANSFER (CSC 6-36) available in Room 52C City Hall or from the departmental personnel office.

4. Transfer ProcessEmployee

The employee requesting transfer to a position within his/her capabilities to perform must:

- A. Obtain an EMPLOYEE REQUEST FOR TRANSFER form.
- B. Complete the top half of the form.
- C. Obtain approval from the department head in the department where the requested position is located. This step is required even if the requested position is in the same department.
- D. If the position is in a different classification, participate in examinations administered by the General Manager, Personnel, if required, to test the employee's ability to perform the duties of the position to which transfer is requested, and obtain approval of the General Manager, Personnel.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

Requested Department

If the transfer request is approved by the General Manager, Personnel and the requested department, the requested department:

- A. Determines that the compensation schedule of the requested classification does not exceed the compensation schedule of the classification from which transfer is requested.
- B. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, types the departmental control number and the CSC requisition number on the EMPLOYEE REQUEST FOR TRANSFER, has it signed by an authorized signator, and sends it to the CSC Certification Unit.
- C. Sends one copy of the EMPLOYEE REQUEST FOR TRANSFER to the employee's current department, if applicable.
- D. If there is a vacancy, and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, types "For the transfer due to technological advances of (employee's name)." The original approved copy of the EMPLOYEE REQUEST FOR TRANSFER with the PERSONNEL REQUISITION Number identified should be sent to the CSC Certification Unit and a copy retained in the department.

CSC Certification Unit

- A. Files the completed EMPLOYEE REQUEST FOR TRANSFER until the approved PERSONNEL REQUISITION is received.
- B. Issues a certification on the identified and approved requisition to the requested department under the "Rule of One."
- C. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR TRANSFER is received in the Civil Service Commission Certification Unit, the transfer can not be processed and the EMPLOYEE REQUEST FOR TRANSFER will be returned to the department.

Appointment Process

- A. The requested department sets a start work date for the transferee. This date must include a minimum notice of fifteen working days prior to separation from the current department. This period may be shortened if the current department agrees.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

B. The transferee completes appointment processing as follows:

- | | |
|---|---|
| Step 1 - Report to current department | Required if transfer is to a new department |
| Step 2 - Medical examination | See MEDICAL EXAMINATION POLICY (Appendix B) |
| Step 3 - Retirement System | Required |
| Step 4 - Health Service System | Not to required unless the transfer is between the San Francisco Unified School District and another City department. |
| Step 5 - Fingerprinting (Formerly Step 3) | See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C) |
| Step 6 - Validation | Required |
| Step 7 - Return Form to Department | Required |

5. Seniority and the Probationary Period

- A. City-wide seniority is calculated from the date of certification in the classification from which transferred. Department seniority, if the transfer is to a new department, dates from the certification which resulted in the transfer.
- B. A new probationary period is required (CSC Rule 16.02C and Rule 20.04(H)).

LIMITED TERM TRANSFER1. Definition

Transfer of a permanent appointee to a vacant position in the same class under a different appointing officer for a specified period of time up to six months. A limited term transfer must be approved by appointing officers of both departments and the General Manager, Personnel (or designee).

2. Authority

Civil Service Commission Rule 20 - Transfers, Section 20.06 - Limited Term Transfer.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

3. Form

EMPLOYEE REQUEST FOR TRANSFER (CSC 6-36) available in Room 52C City Hall or from the departmental personnel office.

4. Transfer ProcessEmployee

The employee requesting a limited term transfer must:

- A. Obtain a copy of the EMPLOYEE REQUEST FOR TRANSFER.
- B. Complete the top half of the form.
- C. Obtain approval from the department head in the employee's current department.

Requested Department

If the request for limited term transfer is approved, the requested department:

- A. If a permanent or temporary-declared permanent requisition has been approved or is in the approval process, types the departmental control number and the CSC requisition number on the EMPLOYEE REQUEST FOR TRANSFER, has it signed by an authorized signator, and sends it to the CSC Certification Unit.
- B. Sends one copy of the EMPLOYEE REQUEST FOR TRANSFER to the employee's current department.
- C. If there is a vacancy, and a permanent or temporary-declared permanent PERSONNEL REQUISITION has not yet been submitted, in the Special Conditions box of the PERSONNEL REQUISITION, type "For the limited term transfer of (employee's name)." The original approved copy of the EMPLOYEE REQUEST FOR TRANSFER is sent to the CSC Certification Unit and a copy retained in the department.
- D. If there are no vacancies in the class, the department retains the EMPLOYEE REQUEST FOR TRANSFER for consideration when a vacancy does occur.

CSC Certification Unit

- A. Obtains approval by the General Manager, Personnel.
- B. Files the completed EMPLOYEE REQUEST FOR TRANSFER until the approved PERSONNEL REQUISITION is received.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

- D. If a NOTICE OF CERTIFICATION has already been sent to eligibles when the EMPLOYEE REQUEST FOR TRANSFER is received in the Civil Service Commission Certification Unit, the Limited Term Transfer can not be processed and the EMPLOYEE REQUEST FOR TRANSFER will be returned to the department.

Appointment Process

The limited term transferee completes appointment processing as follows:

- | | |
|---|---|
| Step 1 - Report to current department | Required (current department prepares SEPARATION REPORT marking Box 2: Leave, Other: Limited Term Transfer) |
| Step 2 - Medical Examination | See MEDICAL EXAMINATION POLICY (Appendix B) |
| Step 3 - Retirement System | Required |
| Step 4 - Health Service System | Not required unless the transfer is between the San Francisco Unified District and another City department or the Community College District. |
| Step 5 - Fingerprinting (Formerly Step 3) | See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C) |
| Step 6 - Validation of Appointment | Required |
| Step 7 - Return Form to Department | Required |

5. General Provisions

- A. A limited term transferee does not serve a probationary period (See Rule 20, Section 20.06E, for information on the probationary period).
- B. Extensions of time up to six months for limited term transfers may be requested of the General Manager, Personnel.
- C. Extension of a limited term transfer is accomplished by completing a new EMPLOYEE REQUEST FOR TRANSFER which must be signed by the former and current departments. A copy must be submitted to the Timeroll Audit Unit, Room 52D City Hall. A new certification is not made. At the expiration of a limited term transfer, the transferee must separate and reinstate to his permanent position with his/her former department or follow the procedures for a permanent transfer.
- D. Seniority in the original department is not affected by a limited term transfer.

Subject 9: Personnel Appointments

Section 7: Transfers

TRANSFER OF FUNCTION1. Definition

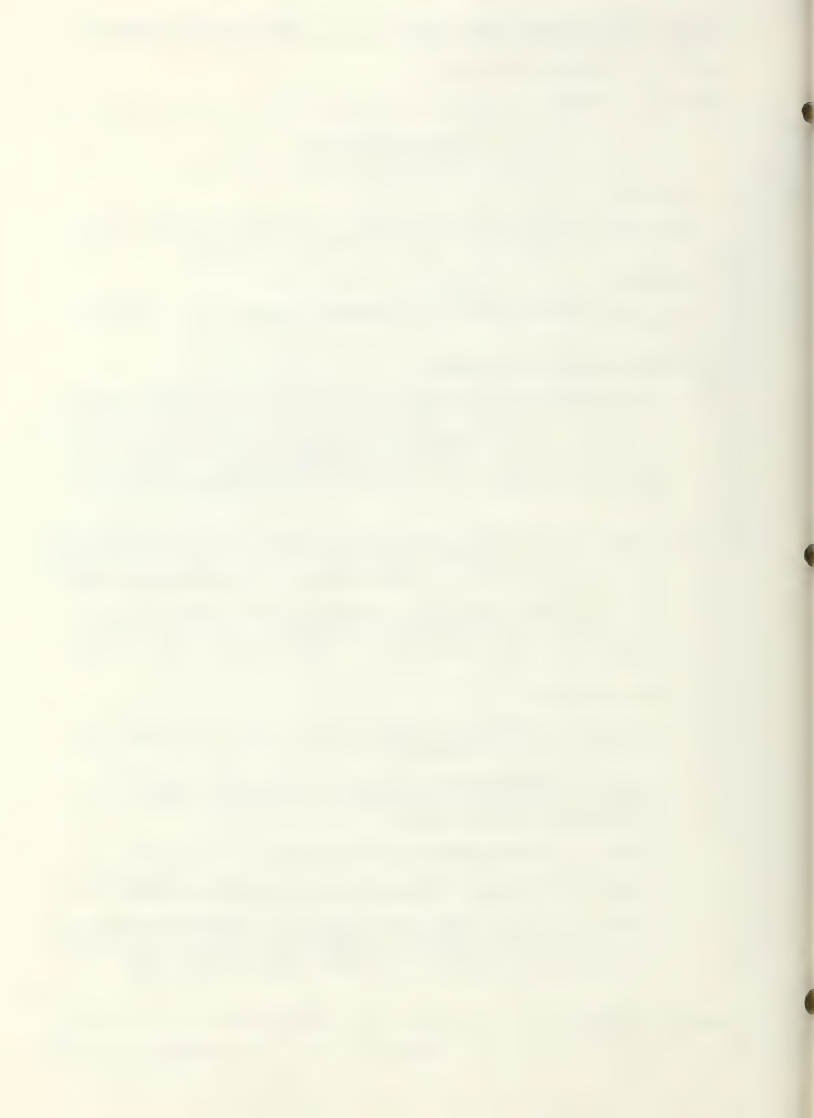
The movement of a permanent employee as a result of the transfer of part or all of the functions and duties of one department to another department.

2. Authority

Civil Service Commission Rule 20 - Transfers, Section 20.05 - Transfer of Function.

3. Process for Transfer of Function

- A. The employee's current department notifies the Civil Service Commission In-Service Activities Unit, Room 153 City Hall by letter of the pending transfer of function at least two (2) weeks prior to the anticipated date of the transfer of function. The notification must contain for each employee to be transferred: the employee's name, social security number, classification number and title, and anticipated date of the transfer.
- B. The department to which the employee is transferring (new department) issues a permanent PERSONNEL REQUISITION with Special Conditions: For the Transfer of Function of (Employee Name) from (original department).
- C. When the PERSONNEL REQUISITION is received in the CSC Certification Unit, a NOTICE OF CERTIFICATION will be prepared. Both the employee's response form and the department notification will be sent to the new department.
- D. The new department:
 1. Prepares the APPOINTMENT PROCESSING form. None of the Appointment Processing steps is required.
 2. Types the VALIDATION DATE (which is the same date as the Date to Report on the PERSONNEL REQUISITION) at the bottom of the APPOINTMENT PROCESSING form.
 3. Obtains a SEPARATION REPORT for the employee who is transferring.
 4. Obtains the Employee's Signature on the APPOINTMENT PROCESSING form.
 5. Sends the CSC and Timeroll Audit copies of the SEPARATION REPORT and all copies of the APPOINTMENT PROCESSING form (except the Department Suspense) to the CSC Certification Unit, Room 52E City Hall.



Subject 9: Personnel Appointments

Section 7: Transfers (continued)

E. CSC Certification Unit:

1. Validates the Appointment
2. Returns Copy B (Yellow) and Copy D (White) of APPOINTMENT PROCESSING form to the department.
3. Records and files Copy C (Green) of APPOINTMENT PROCESSING and Copy A (Green) of the SEPARATION REPORT.
4. Forwards Copy B (Yellow) of APPOINTMENT PROCESSING and Copy C (Blue) of the SEPARATION REPORT to CSC Timeroll Audit.
5. Forwards photocopies of APPOINTMENT PROCESSING and SEPARATION REPORT To CSC Inservice Activities Unit.

4. General Provisions

- A. An employee's civil service seniority is not affected by a transfer of function.
- B. A probationary period is not required.
- C. Exempt (PEX and TEX) and Temporary (TCS, LT and NCS) employees whose functions and duties have been transferred are also transferred. Their transfers are processed as new appointments as outlined in Sections 3 - Appointment Processing and Section 4 Exempt Appointment Processing.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

DISABILITY TRANSFER1. Definition

The transfer of a permanent civil service employee (other than a member of the police or fire department) who is incapable, through advanced age, accident or other disability, from performing the duties of the her/his position, to a position within her/his capacity to perform. This position may be in the same or a different classification.

The employee must have served at least three years in the position from which transfer is requested. The position to which transferred must have the same or a lower compensation schedule than the position from which transferred.

2. Authority

Charter Section 8.350 Disability Transfers
Civil Service Commission Rule 20.03 - Transfer of the Disabled

3. Form

Both a REQUEST FOR DISABILITY TRANSFER (CSC 1-31) and an EMPLOYMENT APPLICATION, available in Room 52C City Hall, must be completed.

4. Transfer ProcessEmployee

The employee requesting a disability transfer must:

- A. Read the instructions on the reverse side of page 3 of the REQUEST FOR DISABILITY TRANSFER.
- B. Complete Part I - Employee Information of the REQUEST FOR DISABILITY TRANSFER (page 1).
- C. Complete the EMPLOYMENT APPLICATION and attach it to the REQUEST FOR DISABILITY TRANSFER.
- D. Have Section II - Statement of Employee's Physician as to Present Disability completed by the employee's physician (page 2).
- E. Submit the REQUEST FOR DISABILITY TRANSFER with Sections I and II completed, and the EMPLOYMENT APPLICATION to the CSC Assistant Secretary's Office, Room 153 City Hall.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

CSC Staff Action

- A. After reviewing the forms and discussing the process with the disability transfer applicant, a CSC analyst locates a vacant position which may be suitable for the disability transfer, a process which may take several months.
- B. The CSC analyst contacts the department's personnel office to discuss the vacancy in order to determine its suitability for disability transfer. If additional information is needed, the analyst contacts the supervisor and/or departmental interviewer for the position. The analyst informs the department that referrals will be made by CSC staff for the position.
- C. If the department and the disability transfer applicant agree that the position is suitable, the department contacts the CSC analyst to arrange the transfer.
- D. The CSC analyst makes a medical appointment with CMOSH, after ensuring that the medical examination by the applicant's own physician has been conducted within the past six months; forwards the REQUEST FOR DISABILITY TRANSFER and NOTICE OF MEDICAL APPOINTMENT to the applicant; and instructs the applicant to return the form to Room 153 City Hall after the medical examination at CMOSH.
- E. If CMOSH finds the employee medically competent, the analyst arranges for the Rule of One certification of the disability transferee to the agreed upon position.

Appointment Processing

The disability transferee completes appointment processing as follows:

- | | |
|---|--|
| Step 1 - Report to Current Department: | Required; the employee receives a completed SEPARATION REPORT. |
| Step 2 - Medical Examination: | Not required. |
| Step 3 - Retirement System: | Required. |
| Step 4 - Health Service System: | Not required unless the disability transfer involves movement between the San Francisco Unified School District and another City department. |
| Step 5 - Fingerprinting:
(Formerly Step 5) | See REVIEW OF CRIMINAL HISTORY RECORDS POLICY (Appendix C). |
| Step 6 - Validation: | Required. |

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

5. Probationary Period

The transferee serves a probationary period of six months in the class to which transferred.

6. Seniority

The transferee's City-wide and departmental seniority in a disability transfer position dates from the certification to the position from which the transfer is effected.

7. Compensation

1. Disability transfers can be taken only to positions in classes with the same or lesser compensation schedule.
2. After a disability transfer, the salary of a transferee in the class to which transferred cannot be increased to exceed the salary of the class from which transferred. The salary status must be reviewed annually.

REINSTATEMENT FROM DISABILITY TRANSFER

Employees who recover from their disability may return to a vacancy in their former class. The process is the same as that used to obtain a disability transfer.

1. The employee completes page 1 of the REQUEST FOR DISABILITY TRANSFER (CSC 1-31) indicating request for Reinstatement from a Disability Transfer.
2. The employee's physician completes page 2 of the REQUEST FOR DISABILITY TRANSFER.
3. The employee works with a CSC Analyst to find a suitable position for reinstatement.
4. When a position becomes available, the employee obtains a medical evaluation scheduled by the CSC Analyst.
5. If found qualified and is certified to the requested position, the employee completes appointment processing as outlined in the preceding section for disability transfer.
6. A probationary period is not required if the employee reinstates to a position in the class and department from which transferred. A new probationary period is required if the employee is reinstated to a class and department where the probationary period had not already been served.

Subject 9: Personnel Appointments

Section 7: Transfers (continued)

7. The employee's seniority in the class to which reinstated is calculated from the original date of certification in the class to which reinstated (the class held prior to the disability transfer).
8. Compensation is established in accordance with the provision of the Salary Standardization Ordinance.

Subject 9: Personnel Appointments

Section 8: Appointment by Status

APPOINTMENT BY STATUS1. Definition

Status in the City and County service is the right or rights which an employee has to perform certain duties. These rights stem from the examination in which the employee qualified and/or the appointment received and the duties performed as indicated on official records.

The Civil Service Commission, in classifying and reclassifying positions determines an employee's status rights following classification action.

Civil Service Commission Rule 17 - Status Rights contains specific information on the conditions for application of status rights.

2. Status Appointment ProcessingDepartment where Status is requested

The department where the status appointment is being made must

1. Issue a PERSONNEL REQUISITION in the new class.

2. Indicate by letter to the Civil Service Commission In-Service Activities Unit, those permanent incumbents who are to receive status in the class, providing the employee's name, current address, social security number, race, sex, list, rank and certification date in the former class; and the date of the Civil Service Commission action granting status to the employees

CSC Certification Unit

Issues a NOTICE OF CERTIFICATION in the new classification for the permanent incumbents who are to receive status and forwards all certification documents (including the eligibles' response forms) to the department.

Appointment Process

None of the six (6) steps is required. The department prepares the APPOINTMENT PROCESSING form and mails four (4) copies with the signed certification documents, to the CSC Certification Unit. The CSC Certification Unit validates the appointment, files the CSC copy with the APPOINTMENT PROCESSING form in the original class, assigns the same document number, and returns the department copy.

4. Seniority and the Probation Period

A. Seniority in the new class dates from the certification in the former class.

B. A new probationary period is required.

NOTIFICATION OF MANAGEMENT, SUPERVISORY OR CONFIDENTIAL STATUS
EMPLOYEE RELATIONS ORDINANCE

DATE: _____

NAME: _____ (LAST) _____ (FIRST) _____ (INIT.) EMPLOYEE #: _____

CLASS # & TITLE: _____ POSITION DESIGNATION #: _____

YOU ARE HEREBY NOTIFIED THAT:

☐ Your position has been designated _____ by the
(Management/Supervisory/Confidential)
Employee Relations Director per Section 16.208.(a) of the Employee Relations Ordinance. If you disagree with such designation, you may file a Designation Complaint Form with the Assistant Secretary of the Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102, no later than 15 calendar days following the date of this notice. The appeal must be submitted in writing on the form provided by the Civil Service Labor Relations Unit (44 Gough Street, Suite 130, San Francisco, CA 94103).

☐ You are assigned to a designated _____ position.
(Management/Supervisory/Confidential)
This designation has been previously approved and cannot be appealed.

☐ You have been reassigned from a designated _____
(Management/Supervisory/Confidential)
position, or your current position is no longer designated as a _____
position. Therefore, Agency Shop Fees may be
(Management/Supervisory/Confidential)
deducted from your paycheck if you now occupy a class subject to agency shop fees.

Signature of Appointing Officer/Designee_____
Title**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE:**_____
Signature of Employee_____
Date

A copy of this notice will be placed in your personnel file.

Refer to the other side of the form for pertinent excerpts
from the Employee Relations Ordinance

cc: Employee's File

Subject 9: Personnel Appointments

Section 9: Management, Supervisory and Confidential Positions

PURPOSE:

To describe the department's responsibility to the Civil Service Commission in connection with the designation of management, supervisory and confidential positions in relation to agency shop agreement requirements.

RESOURCE

Employee Relations Division, Office of the Mayor, Fox Plaza, 1390 Market Street, Suite 250, 554-8721

A list of designated positions is maintained by the Civil Service Commission Labor Relations Unit, 44 Gough Street, First Floor (telephone 557-4990).

LEGISLATION

The Employer - Employee Relations Ordinance (Administrative Code Section X.I.A., Chapter 16) provides that employees in positions meeting specified criteria may be designated "management" (Administrative Code 16.202.8) "supervisory" (same 16.202.17) or "confidential" (same 16.202.1). Employees in these positions are not obliged to pay an agency shop fee or union dues deduction fee, nor may they act in a representative capacity for an employee organization, unless they are representing management, supervisory or confidential employees.

GENERAL

The City and County of San Francisco has negotiated a number of agency shop agreements which require that all employees in classes requiring agency shop must either join the union representing their class or pay a service fee to that union.

Exceptions may be made because of the confidential, supervisory or management nature of a position within a class that is subject to agency shop. The exception is implemented when the position is "designated" confidential, supervisory or management by the Director, Employee Relations.

Designation

Positions are designated by the Director, Employee Relations. Designation is made on a class or position by position basis.

Subject 9: Personnel Appointments

Section 9: Management, Supervisory and Confidential Positions (continued)

An appointing officer may request that a position(s) be designated "management", "supervisory" or "confidential" by writing to the Employee Relations Division. For information as to the criteria for designation of positions contact the Employee Relations Division. For information as to the criteria for designation of positions, contact the Employee Relations Division.

Notification

The Ordinance provides that a list of employees occupying designated positions shall be kept by the Civil Service Commission. Notification shall be made on the form NOTICE OF CHANGE IN ASSIGNMENT TO/FROM DESIGNATED MANAGEMENT, SUPERVISORY OR CONFIDENTIAL POSITION (CSC 1-71) which can be obtained from the Civil Service Commission Labor Relations Unit, 44 Gough Street.

1. Department completes the form, identifying the position, type of designation, name of employee and effective date. If the employee is a replacement, completes the section asking for the name of the employee vacating the position.
2. The completed form is sent to the Civil Service Commission, Labor Relations Unit, 44 Gough Street, 1st Floor.

Subject 9: Personnel Appointments

Section 10: As-Needed Appointments

PURPOSE

To describe the method for making both non-civil service as-needed appointments and temporary exempt as-needed appointments.

AUTHORITY

Charter Section 8.332 - Temporary and Emergency Appointments

CSC Rule 12 - Appointments

CSC Rule 14 - Part-Time and As-Needed Employment

DEFINITION

As-needed appointments are non-civil service or temporary exempt employments made against temporary PERSONNEL REQUISITIONS designated "As-Needed" without reference to eligible lists to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff. Non-civil service as-needed appointments are time limited to a maximum of one thousand forty (1040) working hours per fiscal or calendar year.

APPOINTMENT PROCESSING FOR AS-NEEDED EMPLOYEES

NON-CIVIL SERVICE

In order to process a non-civil service as-needed appointment, a department must obtain an oral authorization (OA) as described in Section 2 - Selection of Non-Civil Service Appointees, and complete INS Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (See Appendix A - Handbook for Employers). The department must also prepare a NOTICE TO PROVISIONAL APPOINTEE (CSC 6-19) in triplicate and have the appointee sign it. The original signed copy is given to the employee, one copy is retained in the department and one copy is sent to the Civil Service Commission as described below:

1. If a medical examination and/or fingerprinting is required (See Appendix B - Medical Examination Policy and Appendix C - Criminal History Record Review Procedure for Certain Security Related Classes), prepare an APPOINTING PROCESSING form (CSC 6-12c). Attach a copy of FORM I-9 and Civil Service Commission copy of the NOTICE TO PROVISIONAL APPOINTEE to the APPOINTMENT PROCESSING form. The employee must then complete appointment processing as follows:

Step 1 - Report to current department Not required

Subject 9: Personnel AppointmentsSection 10: As-Needed Appointments

Step 2 - Medical Examination	See MEDICAL EXAMINATION POLICY (Appendix B)
Step 3 - Health Service System	Not required
Step 4 - Retirement System	Not required unless the employee is a member of the Retirement System
Step 5 - Fingerprinting (Formerly Step 3)	See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C)
Step 6 - Validation	Required
Step 7 - Return Form to Department	Required

2. If a medical examination and/or fingerprinting are not required, the APPOINTMENT PROCESSING form and validation of the appointment are also not required. The below-listed documents must be completed in the department and routed as follows:

- NOTICE TO PROVISIONAL APPOINTEE (CSC 6-19) - original to employee, copy retained in department and copy to CSC EEO Unit, Room 151 City Hall.
- Immigration and Naturalization Service Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (See Appendix A) - original retained in department, copy to CSC EEO Unit, Room 151 City Hall.
- ACKNOWLEDGEMENT (CSC 6-11B) of receipt of a copy of Charter Section 8.346 - Disciplinary Action Against Striking Employees Other than Members of the Police and Fire Department (CSC 6-11C) - forward to CSC Certification Unit, Room 52E City Hall. This form is not required for uniformed members of the Police and Fire departments and is not required for employees of the San Francisco Unified School District and the San Francisco Community College District.

TEMPORARY EXEMPT

In order to process a temporary exempt as-needed appointment, a department must complete an APPOINTMENT PROCESSING form (CSC 6-12c) and:

1. If fingerprinting and/or a medical examination is required, the appointee must complete appointment processing as follows:

Step 1 - Report to current department Not required

Subject 9: Personnel Appointments

Section 10: As-Needed Appointments (continued)

Step 2 - Medical Examination	See MEDICAL EXAMINATION POLICY (Appendix B)
Step 3 - Health Service System	Not required
Step 4 - Retirement System	Not required unless the employee is a member of the Retirement System
Step 5 - Fingerprinting (Formerly Step 3)	See REVIEW OF CRIMINAL HISTORY RECORDS (Appendix C)
Step 6 - Validation	Required
Step 7 - Return Form to Department	Required

In addition, a copy of the Immigration and Naturalization Service (INS) Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION must be attached to the APPOINTMENT PROCESSING form.

2. If fingerprinting and/or a medical examination are not required, the APPOINTMENT PROCESSING form must be completed and sent to the CSC Timeroll Audit Unit, Room 52D City Hall with the following documents:

A copy of:

- INS FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
- ACKNOWLEDGEMENT (CSC 6-11B) of receipt of a copy of Charter Section 8.346 - Disciplinary Action Against Striking Employees Other than Members of the Police and Fire Department (CSC 6-11C). This form is not required for uniformed members of the Police and Fire Departments and is not required for employees of the San Francisco Unified School District and the San Francisco Community College District.

NOTE: Temporary exempt as-needed employees who do not require a medical examination and/or fingerprinting do not have to appear in the CSC Certification Office for validation of their appointments.

Subject 9: Personnel Appointments

Section 11: Successive Appointments

PURPOSE

To outline the procedures and conditions under which a department may in a non-punitive way renew the probationary period for an employee. The process requires that a department request that a specified employee be allowed to resign during the probationary appointment with services certified as satisfactory; that the employee's name be returned to the eligible list; and that the employee be certified back to the same department and, in most cases, to the same PERSONNEL REQUISITION to commence a new probationary period in the same class -- either, without a break in service, provided adequate planning has been made or, possibly with a break in service, if a last minute request has been made.

AUTHORITY

Civil Service Commission Rule 16 - Probationary Periods
Civil Service Commission Rule 33 - Resignation

PROCEDURE

DEPARTMENTAL PROCEDURES

The process of making a successive appointment of an employee begins by the department sending a letter to the General Manager, Personnel, Civil Service Commission, Attention: Assistant Secretary, Civil Service Commission, Room 153 City Hall. The letter must be signed by the appointing officer or by the Departmental Personnel Officer.

The letter of request must clearly state:

- (1) the action requested, i.e., the successive appointment of an employee; and
- (2) must identify the employee; and
- (3) the employee's class; and
- (4) the rank and list number from which the employee was appointed; and,
- (5) the date of certification; and
- (6) the start work date; and
- (7) whether there was any extension of the current probationary period; and

Subject 9: Personnel Appointments

Section 11: Successive Appointments (continued)

- (8) the projected date of completion of the probationary period if allowed to continue; and
- (9) the effective date of resignation; and
- (10) the department control and CSC Number of the PERSONNEL REQUISITION against which the employee is to be certified; and
- (11) whether there is a need to reactivate a PERSONNEL REQUISITION (See Note 2 below); and
- (12) the preferred date for the return to duty of the separated employee.

The department must attach the following documents to the above letter.

- (1) The completed CSC copies of the signed SEPARATION REPORT (CSC 1-67) with the resignation certified as "services satisfactory" and the effective date of the resignation that is a date prior to the conclusion of the current probationary period; and
- (2) The original copy of a letter from the employee to the Civil Service Commission requesting that his/her name be returned to the eligible list.

NOTES:1. ADVANCE NOTICE

If the department wishes to effect a successive appointment without a break in service, the CSC requires two (2) weeks advance written notice between the date the original copy of the letter of request is received by the CSC and the requested date for commencement of the new probationary period. Informal notice or discussion by telephone of intention to process a successive appointment does not serve as advance notice. The processing of a successive appointment begins on the business day following the day of receipt of the original signed copy of the letter of request with all required attachments. Facsimile (FAX) copies of the request letter or other documents will not be processed. Requests received without the required advance notice or without all required documents will not be approved and will be returned to the originating agency for resubmission with all documents and with corrected dates allowing the two weeks lead time required for CSC staff to process the request. This will occur even if it means that the employee has a break in service.

Subject 9: Personnel Appointments

Section 11: Successive Appointments (continued)

2. REACTIVATING PERSONNEL REQUISITIONS

Since the separation of an employee by resignation cancels the PERSONNEL REQUISITION against which the employee was originally appointed, if it is desired to effect a successive appointment against that PERSONNEL REQUISITION, the letter of request detailed above must specify if that PERSONNEL REQUISITION is to be reactivated. PERSONNEL REQUISITIONS will be reactivated only with the express approval of the General Manager, Personnel, or of the Assistant Secretary, CSC. This review and approval function will not be delegated. The letter must specify both the departmental and the CSC control numbers of the PERSONNEL REQUISITION that is to be reactivated.

3. SPECIAL CONDITIONS

A successive appointment involves a multiplicity of steps and is an extremely complex and highly technical procedure. This transaction requires careful research and orderly administration. There are more than fifty City and County departments, each with special certification requirements and priorities. Successive appointments intrude on the queue in the Certification Unit as they are inserted ahead of other transactions. Consequently, the processing of a successive appointment causes interruption and delay of other certification activities which, therefore, may affect other agencies of the City and County -- possibly affecting the very department requesting the successive appointment.

Finally, departments are urged to stipulate that any agreement made with an employee or an employee's representative to request a successive appointment is contingent upon meeting all specified conditions, including the advance notification requirements, and is subject to the approval of the General Manager, Personnel or the Assistant Secretary, CSC. A commitment to the employee cannot be made until all information is researched and the request is approved. Failure of the request to meet all criteria for approval of a successive appointment will result in disapproval of the request.

FACTORS CONSIDERED IN APPROVAL OF REQUEST BY GENERAL MANAGER, PERSONNEL

Approval of a request for a successive appointment is dependent on a number of factors which require research by CSC staff after receipt of the letter of request with all the attachments specified above. These factors include:

- (1) letter of request is complete with CSC copies of SEPARATION REPORT with resignation certified as services satisfactory, and the original copy of the employee's letter of request to have his/her name returned to the eligible list; and,

Subject 9: Personnel Appointments

Section 11: Successive Appointments (continued)

- (2) confirmation from CSC records that the employee's resignation occurred during the probationary period; and,
- (3) confirmation from CSC records that the eligible list from which the employee was certified is still active; and,
- (4) determination from CSC records that all outstanding certifications for the class have been resolved; and,
- (5) confirmation that the employee, if his/her name is returned to the list, will be reachable with the next certification; and,
- (6) determination if the current request involves an employee who has had his/her name previously returned to the eligible list during the probationary period at the employee's request under similar circumstances. If the employee has resigned and had his/her name returned to the list previously, the new request will be denied.

CIVIL SERVICE STAFF PROCEDURES

The **General Manager, Personnel, or Assistant Secretary** is responsible for:

- (1) approving the request to process the successive appointment; and,
- (2) approving the request to reactivate the PERSONNEL REQUISITION, if applicable; and,
- (3) approving the request to return the employee's name to the eligible list; and,
- (4) authorizing immediate withdrawal of waiver.

The **In-Service Activities Special Process Unit** is responsible for:

- (1) determining if the request meets all of the six (6) required factors outlined above; and,
- (2) coordinating with the CSC Information Services (IS) Unit and the CSC Certification Unit in the reactivation of the requested PERSONNEL REQUISITION, if applicable; and,
- (3) instructing the CSC Certification Unit to return the employee's name to the eligible list, to remove the waiver and to certify the reactivated PERSONNEL REQUISITION to the employee for whom successive appointment is requested.

Subject 9: Personnel Appointments

Section 11: Successive Appointments (continued)

The **Information Services (IS) Unit** is responsible for:

- (1) if applicable, determining that the written request to reactivate the PERSONNEL REQUISITION has the express approval of the General Manager, Personnel or of the Assistant Secretary, CSC; and,
- (2) activating the PERSONNEL REQUISITION; and,
- (3) informing the CSC Certification Unit that the PERSONNEL REQUISITION has been reactivated.

The **Certification Unit** is responsible for:

- (1) verifying that no Holdovers are available in the class; and,
- (2) verifying that the eligible list is currently active; and,
- (3) verifying that the employee has not completed the probationary period; and,
- (4) determining that the employee is reachable on the eligible list; and,
- (5) returning the name of the employee to the list under waiver; and,
- (6) immediately lifting the waiver; and,
- (7) if applicable, verifying that the approved PERSONNEL REQUISITION has been reactivated for certification; and,
- (8) preparing the NOTICE OF CERTIFICATION and forwarding a copy to the employee and to the department.

ANNIVERSARY AND SENIORITY DATES AND SALARY STEP

If there is no break in service as a result of effecting a successive appointment, the employee retains the original anniversary date for the purpose of computing sick pay and vacation benefits, but the employee will have a new civil service seniority date based on the new date of certification.

Employees who resign after six (6) months of service retain their salary increment step. Employees who resign before six (6) months of service have been completed must serve another six (6) months from the date of reporting for the successive appointment to become eligible for the salary increment.

U.S. Department of Justice
Immigration and Naturalization Service
425 I Street, NW
Washington, DC 20536

M-274 (5-87)

Handbook for Employers

Instructions for Completing Form I-9 (Employment Eligibility Verification Form)

To American Employers:

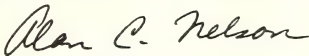
When the Congress passed and the President signed into law the Immigration Reform and Control Act of 1986, the result was the first major revision of America's immigration laws in decades. The new law seeks to preserve jobs for those who are legally entitled to them: American citizens and aliens who are authorized to work in our country.

The Immigration and Naturalization Service is responsible for implementing this new law. Public cooperation is crucial to the success of this national effort.

Put briefly, the law says that you should hire only American citizens and aliens who are authorized to work in the United States. You will need to verify employment eligibility of anyone hired after November 6, 1986, and complete and retain a one-page form (I-9) contained in this handbook.

We have worked to make the process as simple as possible. This handbook provides a step-by-step explanation of what you must do. We hope you will find it helpful.

All Americans stand to benefit from the successful implementation of the Immigration Reform and Control Act. We seek your cooperation.



Alan C. Nelson
Commissioner
U.S. Immigration and Naturalization Service

Contents

This Handbook is divided into nine parts:

- **Part One**—why employers must verify employment eligibility. *See page 1.*
- **Part Two**—when you must complete Form I-9. *See page 2.*
- **Part Three**—step-by-step process of filling out a Form I-9. *See page 2.*
- **Part Four**—unlawful discrimination practices. *See page 5.*
- **Part Five**—information on prohibited practices and penalties. *See page 5.*
- **Part Six**—timetable for implementing the new immigration law. *See page 6.*
- **Part Seven**—information for recruiters and referrers for a fee. *See page 7.*
- **Part Eight**—questions and answers about the Form I-9. *See page 7.*
- **Part Nine**—documents that may be used to establish employment eligibility. *See page 10.*

This Handbook includes two copies of the Form I-9. At the back, you will also find a list of INS offices for you to contact if you need more information.

Part One

Why Employers Must Verify Employment Eligibility of New Employees

The Immigration Reform and Control Act of 1986 is the most comprehensive reform of our immigration laws since 1952. In recent years, our nation has been increasingly affected by illegal immigration. This law, passed by Congress through a bipartisan effort, preserves our tradition of legal immigration while closing the back door to illegal entry. By combining prohibitions against employing illegal entrants (or those aliens, such as tourists, who legally enter the United States but are not authorized to work while they are here) with increased border enforcement, the law represents a step forward in the effort to secure our nation's borders.

Employment is often the magnet that attracts persons to come to or stay in the United States illegally. The purpose of the new law is to remove the magnet by requiring employers to hire only citizens and aliens who are authorized to work here.

This new law was strongly supported by the American public. Employers will want to join the effort to protect our heritage of legal immigration and to preserve jobs for those who are legally entitled to them. This cooperation will make jobs available to American citizens and to aliens who are authorized to work in our country. It also can be a means to help people get off welfare and into jobs. Further, it is a good business practice for you to verify the identity of your workers. The law deserves your support.

The Form I-9 has been developed for verifying that persons are eligible to work in the United States. The following instructions will help you assess your responsibilities for completing the Form and understanding the law.

The law requires you as an employer to do five things:

1. Have your employees fill out their part of the Form I-9 when they start to work;
2. Check documents establishing employees' identity and eligibility to work;
3. Properly complete the Form I-9;
4. Retain the Form for at least three years (if you employ the person for more than three years, you must retain the Form until one year after the person leaves your employment); and
5. Present the Form for inspection to an INS or Department of Labor (DOL) officer upon request. You will be given at least three days advance notice.

Part Two

When You Must Complete Form I-9

IF YOU EMPLOY PERSONS TO PERFORM LABOR OR SERVICES IN RETURN FOR WAGES OR OTHER PAY, YOU MUST COMPLETE FORM I-9 FOR:

Persons hired after May 31, 1987. For these employees, you must complete a Form I-9 within three business days of the date of the hire. (If you employ the person for less than three days, you must complete the Form I-9 before the end of the employee's first working day.)

Persons hired between November 7, 1986 and May 31, 1987. For these employees, you must complete Form I-9 before September 1, 1987.

NOTE: If you employ people for domestic work in your private home on a regular (such as weekly) basis, these requirements also apply to you.

YOU DO NOT NEED TO COMPLETE FORM I-9 FOR:

- Persons hired before November 7, 1986.
- Persons hired after November 6, 1986, who left your employment before June 1, 1987.
- Persons you employ for domestic work in a private home on an intermittent or sporadic basis.
- Persons who provide labor to you who are employed by a contractor providing contract services (e.g., employee leasing).
- Persons who are independent contractors.

Persons who are self-employed do not need to complete Form I-9.

Part Three

How to Complete Form I-9

Form I-9 contains two sections. The **employee** completes the first section (Steps 1, 2, and 3). If a preparer or translator assists the individual, he or she completes Step 4. The second section (Steps 5 and 6) should be completed by the **employer**.

When completing the Form I-9, the employee will need to provide a document or documents that establish identity and employment eligibility. Some documents establish *both* identity and employment eligibility. These documents appear in *List A* on the bottom half of the Form. Other documents establish identity alone (*List B*) or employment eligibility alone (*List C*). If the person does not provide a document from *List A*, he or she must produce one from *List B* and one from *List C*. A complete list of acceptable documents appears in Part Nine.

The employer should review the document or documents provided by the person. Documents should appear to be genuine and to relate to the individual.

If employees cannot complete Section 1 by themselves or need the Form translated, someone may assist them. The preparer or translator should read the Form to the employee, help with Step 1 and Step 2 as needed, have the employee sign or mark the Form, and follow Step 4.

Until September 1, 1987, if an employee indicates that he or she intends to or has applied for legalization, Special Agricultural Worker (SAW), or Cuban/Haitian entrant status, the employee is covered by a "special rule" and the employer should follow the instructions on page 4.

If a minor (under age 16) cannot produce a List A document or one of the identity documents listed in Part Nine (List B), he or she is exempt from producing one if: (1) a parent or legal guardian completes Section 1 and writes in the space for the minor's signature the words, "minor under age 16;" (2) the parent or legal guardian completes the "Preparer/Translator Certification;" and (3) the employer writes in Section 2 the words, "minor under age 16" under List B in the space after the words "Document Identification #." If this procedure is followed, the minor must still produce a List C document showing employment eligibility.

SECTION 1: TO BE COMPLETED BY THE EMPLOYEE

STEP 1

Fill in the personal information.

STEP 2

Check the box for work eligibility. Give other information where needed.

STEP 3

Read, sign, and date.

STEP 4

(Preparer/Translator only)
Read, fill in information, and sign.

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)			
1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)			
Name (Print or Type) Last	First	Middle	SSN
Smith	Mary	Ellen	604913
Address (Street Name and Number)		City	ZIP Code
4502 Birch Ln		Danville, TN	37832
Date of Birth (Month/Day/Year)		Social Security Number	
6/26/53		408-08-4503	
I attest, under penalty of perjury, that I am (check a box):			
<input checked="" type="checkbox"/> 1. A citizen or national of the United States. <input type="checkbox"/> 2. An alien lawfully admitted for permanent residence (Alien Number A _____). <input type="checkbox"/> 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admissions Number _____, expiration of employment authorization, if any _____).			
I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with this certificate.			
Signature		Date (Month/Day/Year)	
Mary Ellen Smith		6/15/87	
PREPARE/TRANSLATOR CERTIFICATION: (To be completed by person other than the employee.) I attest, under penalty of perjury, that the above was prepared by me in the request of the named individual and is based on all information of which I have any knowledge.			
Signature		Name (Print or Type)	
Address (Street Name and Number)		City	State
			Zip Code

SECTION 2: TO BE COMPLETED BY THE EMPLOYER

STEP 5

Examine the document and check the box that corresponds to the document. Fill in document number and expiration date.

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)	
Instructions: Examine one document from List A and check the appropriate box. OR examine one document from List B and one from List C and check the appropriate boxes. Provide the Document Identification Number and Expiration Date for the document checked.	
List A Documents that Establish Identity and Employment Eligibility <input checked="" type="checkbox"/> 1. United States Passport <input type="checkbox"/> 2. Certificate of United States Citizenship <input type="checkbox"/> 3. Certificate of Naturalization <input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> 5. Alien Registration Card with photograph Document Identification # Y016534 Expiration Date (if any) Oct 21, 1991	List B Documents that Establish Identity and <input type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____ <input type="checkbox"/> 2. U.S. Military Card <input type="checkbox"/> 3. Other (Specify document and issuing authority) _____ Document Identification _____ Expiration Date (if any) _____
List C Documents that Establish Employment Eligibility <input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> 3. Unexpired INS Employment Authorization Specify form # _____ _____ Document Identification _____ Expiration Date (if any) _____	
CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.	
Signature	Name (Print or Type)
J. W. Walsh	JOSEPH W. WALSH
Signature Name	Title
JOSEPH WALSH, INC.	PRESIDENT
Address	
807 N. MAIN ST., DANVILLE, TN	6/25/87
Form I-9 (Rev. 8/77) OMB No. 1155-0136 U.S. Department of Justice Immigration and Naturalization Service	

HOW TO FILL OUT FORM I-9 IF THE SPECIAL RULE APPLIES

The new immigration law also provides that certain qualified aliens who have resided illegally in the United States can legalize their status. In order to legalize their status, aliens must apply under the legalization, Special Agricultural Worker (SAW), or Cuban/Haitian entrant programs.

Employers may hire applicants or prospective applicants for legalization, SAW, or Cuban/Haitian entrant status. *Until September 1, 1987*, these applicants are covered by a "special rule" that authorizes them to work without providing employment eligibility documents. "Special rule" employ-

ees will need to fill out the I-9 as shown below and provide one of the specified documents that establish identity (see List B in Part Nine). The employer should review the identity document. It should appear to be genuine and to relate to the individual.

After September 1, 1987, the "special rule" expires, and these applicants will need to show a work authorization document to be hired or to continue to work. Employers must update the Form I-9 by recording the work authorization document information on the Form.

STEP 1

Fill in the personal information.

STEP 2

Check box #3. Write "special rule" in the space for alien number and "September 1, 1987" for the expiration date.

STEP 3

Read, sign, and date.

STEP 4

(Preparer/Translator only)
Read, fill in information, and sign.

STEP 5

Under List B, check the box that corresponds to the identity document and fill in document number and expiration date. Under List C, write "special rule" in the space for document number, and "September 1, 1987" for the expiration date.

STEP 6

Read, fill in information, and sign.

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name (First or Type) Last	First	Middle	Birth Name
JONES	DAVID	ALAN	
Address (Street Name and Number)		City	State
407 ELM ST.		HARRISON	RHODE ISLAND
Date of Birth (Month/Day/Year)		Social Security Number	
NOVEMBER 19, 1955			
I attest, under penalty of perjury, that I am (check a box):			

- ☐ 1. A citizen or national of the United States.
☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
☒ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A, *SPECIAL RULE* or Admission Number _____, expiration of employment authorization, if any *SEPT. 1, 1987*).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am a sworn that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature *David A. Jones* Date (Month/Day/Year) *7/14/87*

PREPARER/TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee.) I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (First or Type)
Address (Street Name and Number)	City State Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box. OR examine one document from List B and one from List C and check the appropriate boxes. Provide the Document Identification Number and Expiration Date for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport <input type="checkbox"/> 2. Certificate of United States Citizenship <input type="checkbox"/> 3. Certificate of Naturalization <input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> 5. Alien Registration Card with photograph Document Identification _____ Expiration Date (if any) _____	<input checked="" type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight and color of eyes (Specify State: <i>Rhode Island</i>) <input type="checkbox"/> 2. U.S. Military Card <input type="checkbox"/> 3. Other (Specify document and issuing authority) Document Identification _____ Expiration Date (if any) <i>323-750-1031</i> <i>February 26, 1989</i>	<input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> 3. Unexpired INS Employment Authorization (Specify form # _____) Document Identification _____ Expiration Date (if any) <i>Special Rule</i> <i>September 1, 1987</i>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (First or Type)	Title
<i>Barbara Evans</i>	<i>BARBARA EVANS</i>	<i>Personnel Officer</i>
Employer Name	Address	Date
<i>Pace Corporation</i>	<i>8204 Oak St, Harrison, RI 02912</i>	<i>7/14/87</i>

Part Four

Unlawful Discrimination

The new immigration law also prohibits discrimination. Under this law, if you have four or more employees, you may not discriminate against any individual (other than an unauthorized alien) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or, in the case of a citizen or intending citizen, because of his or her citizenship status.

Title VII of the Civil Rights Act of 1964 and the remedies against discrimination it provides also remain in effect. Title VII prohibits discrimination against any individual on the basis of national origin in hiring, discharge, recruitment, assignment, compensation, and other terms and conditions of employment with respect to employers subject to its coverage. Claims of national origin discrimination against employers with fifteen or more employees should be filed with the Equal Employment Opportunity Commission.

Under the new immigration law, charges of national origin discrimination against employers with four through fourteen employees and charges of citizenship discrimination against employers with four or more employees should be filed with the Office of Special Counsel in the Department of Justice. Discrimination charges may be filed either by persons who believe they were discriminated against in employment on the basis of national origin or citizenship status (or by a person on their behalf) or by INS officers who have reason to believe that discrimination has occurred. Discrimination charges must be filed within 180 days of the discriminatory act. The Office of the Special Counsel will notify the employer by certified mail within ten days upon receipt of a charge of discrimination. After investigating the charge, the Special Counsel may file a complaint with an administrative law judge. If the Special Counsel does not file a complaint within 120 days of receiving the charge, the person making the charge (other than an INS officer) may initiate filing a complaint with an administrative law judge. The administrative law judge will conduct a hearing and issue a decision.

Employers found to have engaged in discriminatory practices under the new immigration law will be ordered to stop the prohibited practice. They may also be ordered to hire, with or without back pay, individuals directly injured by the discrimination; pay a fine of up to \$1,000 for each individual discriminated against (up to \$2,000 for each such individual in cases of employers previously fined); and keep certain records regarding the hiring of applicants and employees. If a court decides that the losing party's claim has no reasonable basis in fact or law, the court may award attorneys' fees to prevailing parties other than the United States.

For more information concerning the antidiscrimination section of the new immigration law, write the Office of the Special Counsel for Immigration-Related Unfair Employment Practices, P.O. Box 65490, Washington, D.C. 20035-5490 or call (202) 653-8121.

For more information on Title VII and policies and procedures of the Equal Employment Opportunity Commission, call 1-800-USA-EEOC.

Part Five

Penalties for Prohibited Practices

1. Civil Penalties

If an investigation reveals that an employer has violated the new immigration law with respect to employees hired after November 6, 1986, INS may take action. During the first year of implementation (June 1, 1987–May 31, 1988) INS will continue to assist employers in complying with the law. In addition, INS will only issue a citation for first violations. Further violations during this period may result in the penalties described below. When INS intends to impose those penalties, the Service first issues a Notice of Intent to Fine. Employers who receive a Notice may request a hearing before an administrative law judge. If a hearing is not requested within 30 days, the penalty will be imposed. After May 31, 1988, INS will no longer issue warning citations, and first violations may result in penalties.

- *Hiring or continuing to employ unauthorized employees.* Employers determined to have knowingly hired unauthorized employees (or to be continuing to employ persons knowing that they are or have become unauthorized) may be fined as follows:

- First Violation.* Not less than \$250 and not more than \$2,000 for each unauthorized employee.
- Second Violation.* Not less than \$2,000 and not more than \$5,000 for each unauthorized employee.
- Subsequent Violations.* Not less than \$3,000 and not more than \$10,000 for each unauthorized employee.

- *Failing to comply with record-keeping requirements.* Employers who fail to properly complete, retain, and present for inspection the Form I-9 as required by law may face civil fines of not less than \$100 and not more than \$1,000 for each employee for whom the Form was not completed, retained, or presented. In determining penalties, consideration shall be given to the size of the business, good faith efforts to comply, the seriousness of the violation, and whether the violation involved unauthorized employees.
- *Requiring indemnification.* Employers found to have required a bond or indemnity from an individual against liability under the new law may be fined \$1,000 and ordered to make restitution, either to the person who was required to pay the indemnity, or, if that person cannot be located, to the United States Treasury.
- *Recruiting unauthorized seasonal agricultural workers outside the United States.* Employers who knowingly recruit unauthorized workers outside the United States to perform seasonal agricultural labor may face the same penalties as for hiring unauthorized workers, unless the workers recruited have been granted Special Agricultural Worker (SAW) status.

2. Criminal Penalties.

- *Engaging in a pattern or practice of knowingly hiring or continuing to employ unauthorized employees.* Employers convicted for having engaged in a pattern or practice of knowingly hiring unauthorized aliens after November 6, 1986, may face fines of up to \$3000 per employee and/or six months imprisonment. The same penalties apply to engaging in a pattern or practice of recruiting unauthorized seasonal agricultural workers outside the United States. Criminal sanctions will be reserved for serious or repeated violations.
- *Engaging in fraud or false statements, or otherwise misusing visas, immigration permits, and identity documents.* Persons who use fraudulent identification or employment eligibility documents or documents that were lawfully issued to another, or who make a false statement or attestation, for purposes of satisfying the employment eligibility requirements may be imprisoned for up to five years or fined or both.

Part Six

Timetable for Employer Verification Requirements

December 1, 1986 through May 31, 1987

Public Education Period. This is an initial period established by law for the publication of regulations and dissemination of forms and information. During this period, citations are not issued and fines are not levied.

June 1, 1987 through May 31, 1988

Citation Period. This is a one-year period for public education, voluntary compliance and initial enforcement. INS will work with employer associations, labor unions, and others to provide assistance, develop voluntary cooperation, and encourage efforts to hire legal employees. Penalties are not imposed for first-offense violations during this time. Instead, a warning citation is issued which explains the nature of the violation. For subsequent or repeated violations, civil or in some cases criminal penalties can be imposed.

June 1, 1987 through September 1, 1987

Special Rule Period. Employers may hire or continue to employ employees who attest on the Form I-9 that they have applied or intend to apply for legalization, Special Agricultural Worker, or Cuban/Haitian status even if the workers have not yet received work authorization documents from the INS.

June 1, 1988

Effective Date for Full Enforcement. As of this date, citations will no longer be issued for first violations. Employers who violate the law may face civil or criminal penalties.

June 1, 1987 through November 30, 1988

Deferral Period for Employers of Seasonal Agricultural Workers. Penalties will not apply to employers of seasonal agricultural workers during this period. This deferral does not apply to the prohibition against recruitment of unauthorized employees who are outside the United States. As of December 1, 1988, INS will begin full enforcement of the law with respect to these agricultural employers.

Part Seven

Instructions for Recruiters and Referrers for a Fee

The provisions of the new law that apply to employers also apply to those who **recruit** persons and refer them to potential employers in return for a fee and those who **refer** or provide documents or information about persons to employers in return for a fee. The provisions do not apply to persons who recruit for their own company or business. In addition, union hiring halls that refer union members or non-union individuals who pay membership dues are not considered to be recruiters or referrers for a fee.

Recruiters and referrers for a fee are **not** required to verify the status of persons referred between November 6, 1986, and May 31, 1987. **Starting June 1, 1987, they should complete Form I-9 when a person they refer to an employer is hired by that employer.** The Form should be completed within three business days of the hire.

Recruiters and referrers for a fee may also refer individuals covered by the "special rule" and should follow the procedures for completing the Form I-9 on page 4.

Recruiters and referrers may designate agents to complete the verification procedures on their behalf, such as national associations, or employers. If the employer who hires the referred individual is designated as the agent, the employer needs only to provide the recruiter or referrer with a photocopy of the Form I-9. Recruiters or referrers who designate someone to complete the verification procedures on their behalf are still responsible for compliance with the law and may be found liable for violations of the law.

Recruiters and referrers must **retain** the Form I-9 for three years after the date the referred individual was hired by the employer. They must also present Forms for inspection to an INS or DOL officer after three days advance notice.

The penalties described in Part Five apply to recruiting and referring unauthorized employees for a fee which occurs on or after June 1, 1987.

Part Eight

Some Questions You May Have About the Form I-9

- Q. Do United States citizens need to prove they are eligible to work?**
- A.** Yes. While United States citizens are automatically eligible for employment, they too must provide the required documents and complete the Form I-9.
- Q. Do I need to complete an I-9 for everyone who applies for a job with my company?**
- A.** No. You need to complete I-9's only for people you actually hire. For purposes of the new law, a person is "hired" when he or she begins to work for you.
- Q. If someone accepts a job with my company but will not start work for a month, can I complete the I-9 when the employee accepts the job?**
- A.** Yes. While the law requires you to complete the I-9 when the person actually begins working, you may complete the Form when he or she accepts the job.
- Q. Do I need to fill out an I-9 for independent contractors or their employees?**
- A.** No. For example, if you contract with another company to provide temporary secretarial services, you do not have to complete I-9's for that company's employees. The other company is responsible for completing the I-9's for its own employees. However, you must not knowingly use contract labor to circumvent the law against hiring unauthorized workers.
- Q. Do I need to complete an I-9 for people I hired after November 6, 1986, if they left the job before June 1, 1987?**
- A.** No.
- Q. Does the new law apply to my current employees if I hired them before it was passed?**
- A.** No. You are not required to verify status or complete I-9's for current employees hired before November 7, 1986. However, if you choose to complete I-9's for these employees, you should do so for all your current employees hired before November 7, 1986.

Q. What if a current employee was hired before November 7, 1986, but has recently taken an approved leave of absence?

A. You do not need to complete an I-9 for that employee if he or she was temporarily absent from work for approved paid or unpaid leave, strike, or temporary layoff, or was transferred to another location of your business. However, if you rehire an employee who quit or was terminated, you should complete the employment verification process as you would for others hired after November 6, 1986. You must also verify employment eligibility and complete an I-9 if an employee leaves or is removed from the United States because of an order by a judge or INS.

Those conditions also apply to employees hired after November 6, 1986. Once you have completed an I-9 for those employees, you will not need to fill out a new Form if they have a temporary absence for approved leave, strike, layoff, or transfer.

Q. Will I be subject to employer sanctions penalties if a current employee I hired before November 7, 1986, is an illegal alien?

A. No. You will not be subject to employer sanctions penalties for merely retaining in your workforce an illegal alien hired before November 7, 1986. The fact that an illegal alien was on your payroll before November 7, 1986, does *not* give him or her any right to remain in the United States. Unless the alien is legalized or otherwise obtains permission from INS to remain in the United States, he or she is subject to apprehension and removal.

Q. What should I do if illegal alien employees ask me to help them in legalizing their status?

A. You can assist past and present employees who may qualify by providing documentation of employment history. Employment documentation furnished by employers and presented by legalization applicants will be used only to determine the applicant's eligibility for legal status. The government will not use the documents against the employer except in cases of fraud by the employer.

If aliens do not know how to apply for legal status, they may be able to get help from various organizations, such as churches, community groups, or business associations, which have been designated by INS to advise aliens and help them prepare applications.

You can also advise them that the Internal Revenue Service (IRS) may be able to provide them with documentation to verify residence. To obtain this documentation, employees should contact IRS in person or by correspondence to the service center where they filed their tax return(s). A letter to IRS should include name, address of filing, social security number (both spouses' numbers if a joint return was filed), tax year or years required and copies of any correspondence received from IRS relating to the requested years. IRS will then issue them a Form 6166 (Certification of Filing a Tax Return) if the tax information is verifiable.

Q. May I specify which documents I will accept for verification?

A. No. You must accept any document or combination of documents listed on the I-9 or in Part Nine of this Handbook that appear to be genuine.

Q. What should I do if the person I hire is unable to provide the required documents within three days?

A. If an employee is unable to provide the required document or documents within three days he or she must at least produce a receipt showing that he or she has applied for the document. The employee must produce the document itself within 21 days of the hire.

Q. What is my responsibility concerning the authenticity of documents?

A. You should examine the documents and if they appear to be genuine on their face and to relate to the person, you should accept them. If on their face the documents do not appear to be genuine or to relate to the person, you should not accept them. In addition, if the work authorization documents carry restrictions, you should abide by them.

You should also be aware that any social security number starting with a "9" is an invalid number. Employees who are using such numbers should be instructed to get a proper social security number using Form SS-5, available from the Social Security Administration.

Q. What identity documents are acceptable for minors?

A. If the minor does not have any of the identity documents listed in Part Nine, he or she does not have to produce an identity document if a parent or legal guardian completes the appropriate sections of the Form for the minor.

Q. When do I fill out the I-9 if I hire someone for less than three days?

A. You do need to complete an I-9 before the end of the employee's first working day. However, if the person is providing intermittent domestic service in your home, you do not need to complete an I-9.

Q. What if the person I hire after November 6, 1986, is an illegal alien who has applied or intends to apply for legalization?

A. There is a "special rule" for these applicants. Up until September 1, 1987, you should fill out the I-9 as illustrated on page 4.

After September 1, 1987 even these aliens must provide work authorization documents and you should update the I-9 to reflect the authorization.

Q. What if I rehire someone who previously filled out an I-9?

A. You do not need to complete a new I-9 if you rehire the person within three years of the initial hire, and the information on the Form indicates that the person is still authorized to work.

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Birth Name
Address: Street Name and Number		City	State ZIP Code
Date of Birth (Month/Day/Year)		Social Security Number	

I attest, under penalty of perjury, that I am (check a box):

- ☐ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____, or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)
-----------	-----------------------

PREPARED TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee.) I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)
Address (Street Name and Number)	City State Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box, OR examine one document from List B and one from List C and check the appropriate boxes. Provide the **Document Identification Number** and **Expiration Date** for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	and	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport <input type="checkbox"/> 2. Certificate of United States Citizenship <input type="checkbox"/> 3. Certificate of Naturalization <input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> 5. Alien Registration Card with photograph Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____ <input type="checkbox"/> 2. U.S. Military Card <input type="checkbox"/> 3. Other (Specify document and issuing authority) _____ Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> 3. Unexpired INS Employment Authorization Specify form # _____ Document Identification # _____ Expiration Date (if any) _____	

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number *or* Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:

- checking the appropriate box in List A *or* boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by lining through the old name, printing the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.

The completed form must be retained by the employer for:

- three years after the date of hiring; *or*
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Birth Name
Address: Street Name and Number	City	State	ZIP Code
Date of Birth (Month/Day/Year)		Social Security Number	

I attest, under penalty of perjury, that I am (check a box):

- ☐ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____, or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)
-----------	-----------------------

PREPARER/TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)
Address (Street Name and Number)	City State Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box, OR examine one document from List B and one from List C and check the appropriate boxes. Provide the **Document Identification Number** and **Expiration Date** for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport <input type="checkbox"/> 2. Certificate of United States Citizenship <input type="checkbox"/> 3. Certificate of Naturalization <input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> 5. Alien Registration Card with photograph Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____ <input type="checkbox"/> 2. U.S. Military Card <input type="checkbox"/> 3. Other (Specify document and issuing authority) _____ Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> 3. Unexpired INS Employment Authorization Specify form # _____ Document Identification # _____ Expiration Date (if any) _____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number *or* Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:

- checking the appropriate box in List A *or* boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by lining through the old name, printing the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.

The completed form must be retained by the employer for:

- three years after the date of hiring; or
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.

Q. Do I need to complete a new I-9 when one of my employees is promoted within my company or transfers from one of my company's offices to another at a different location?

A. No. You do not need to complete a new I-9 if the employee is promoted or transferred within your company.

Q. What do I do when an employee's work authorization expires?

A. You will need to update the I-9 if you want to continue employing the person. At that time, the employee must present a document that either shows an extension of employment eligibility or that is a new grant of work authorization. If the employee cannot produce such a document, that person is no longer eligible to work. Continuing to employ that person is a violation of the law, even if the employee was previously authorized to work.

Q. As an employer, do I have to fill out all the I-9's myself?

A. No, you may designate someone to fill out the Form for you such as a personnel officer, foreman, agent, or anyone else acting in your interest. However, you are still responsible for compliance with the new law.

Q. Can I contract with someone to complete I-9's for my business?

A. Yes. You can contract with another person or business to verify employees' work eligibility and complete the I-9's for you. If you do so, of course, you are still responsible for the contractor's actions and could be liable for any violations of the new law.

Q. As an employer, can I negotiate my responsibility to complete the I-9's in a collective bargaining agreement with a union?

A. Yes. However, you are still responsible for compliance with the new law.

Q. When I review the identity and work authorization documents, should I make photocopies of them?

A. The law does not require you to photocopy documents. However, if you wish to make photocopies, you must retain them with the I-9. Photocopies must not be used for any other purpose.

Q. What are the requirements for retaining the I-9?

A. You must retain the Form for at least three years. If you employ the person for more than three years, you must retain the Form for one year after the person leaves your employment.

Q. Will I get any advance notice if an INS or DOL officer wishes to inspect my I-9's?

A. Yes. The officer will give you at least three days advance notice before the inspection. He or she will not need to show you a subpoena or warrant at that time. Failure to provide the I-9's for inspection could result in civil money penalties.

Q. What happens if I do everything the new law requires and INS discovers that one of my employees is not actually authorized to work?

A. Unless the government can show that you had actual knowledge of the illegal status of the employee, you will have an affirmative defense against the imposition of employer sanctions penalties if you have done the following things:

—Had employees fill out their part of the I-9 when they started to work;

—Checked the required documents (they should appear to be genuine and to relate to the individual);

—Properly completed the I-9;

—Retained the Form for the specified time; and

—Presented the Form upon request to an INS or Department of Labor officer. You will receive at least three days advance notice.

Q. How can I avoid discrimination while complying with the new immigration law?

A. Employers can avoid discrimination by applying the verification procedures of the Act to *all* newly hired employees and by hiring without respect to the national origin or citizenship status of those authorized to work in the United States. Seeking identity and employment eligibility documents only from individuals of a particular national origin or from those who appear or sound foreign violates the new immigration law and may also be a violation of Title VII of the Civil Rights Act of 1964. Employers should not discharge present employees, refuse to hire new employees, or otherwise discriminate on the basis of foreign appearance, language, or name. It is also a violation of Title VII to discriminate against employees or applicants for employment on the basis of national origin.

Q. I have heard that state employment agencies can certify that people they refer are eligible to work. Is that true?

A. Yes. State employment agencies may elect to provide individuals they refer to employers with a certification of employment eligibility. If one of these agencies refers potential employees to you and an employee presents you with one of these certifications, you do not have to check documents or complete an I-9 if you hire that person. However, you must retain the certification as you would an I-9 and present it for inspection if requested. Employers who hire people referred by state employment agencies should become familiar with what an authorized state employment agency certification looks like.

Q. Where can I get the Form I-9?

- A. There are two copies of the Form I-9 in this Handbook. If you need more, you can photocopy or print the Forms. You may obtain a limited number of copies from INS. Or you may order them in bulk from the Superintendent of Documents at the following address:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
Tel. (202) 783-3238

Q. What if one of my employees tells me that his or her Social Security Number is invalid?

- A. You should tell the employee to get a proper Social Security Number by completing a Form SS-5. This Form is available from the Social Security Administration. You do not need to amend your employment tax returns. However, when the employee gives you the new number, you should file Form W-2C with the Social Security Administration for the years in which you reported income and withholding under the incorrect number.

Q. What advice should I give to my employees applying to legalize their status concerning their Federal Tax obligations?

- A. You can advise employees that when they apply to INS for permanent resident status, they will be given an IRS publication explaining requirements for filing Form W-4 or W-4A to insure correct withholding of tax on wages, procedures for correcting prior year tax records (if an invalid social security number was used) and other guidelines relating to tax benefits.

Q. What advice should I give to newly-hired employees who ask about their Federal income tax obligations?

- A. First, you can tell them it is important to have a valid social security number and to properly complete a W-4 or W-4A so that the employer can withhold the proper amount for income tax. Second, you can encourage employees to apply for social security numbers for their dependent children who will be five years old or older by the end of the year. Beginning in 1987, such numbers are required to be provided for dependents claimed on tax returns.

Part Nine

Acceptable Documents for Verifying Employment Eligibility

The following documents have been designated for determining employment eligibility by the Immigration Reform and Control Act of 1986 and the implementing regulations. As stated in Part Two, the employee will need to provide a document or documents that establish identity and employment eligibility. A complete list of acceptable documents is given on the next page. Samples of many of the acceptable documents appear on the following pages.

Some documents establish **both** identity and employment eligibility. These are listed on the Form I-9 under *List A*, "Documents that Establish Identity and Employment Eligibility."

If a person does not provide a document from *List A* he or she must provide one document that establishes identity **and** one document that establishes employment eligibility.

In order to establish **identity**, the person must provide a state-issued driver's license, a state-issued identification card, or one of the other documents in *List B*.

In order to establish **employment eligibility**, the person must provide a Social Security card, a United States birth certificate, or one of the immigration documents in *List C*.

If an employee is unable to provide the required document or documents within three days, he or she must at least produce (within three days) a receipt showing that he or she has applied for the document. The employee must produce the document itself within 21 days of the hire.

LIST A**Documents That Establish Identity and Employment Eligibility**

- United States Passport
- Certificate of United States Citizenship. (INS Form N-560 or N-561)
- Certificate of Naturalization. (INS Form N-550 or N-570)
- Unexpired foreign passport which:
 - Contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until _____. Employment authorized;" or
 - Has attached thereto a Form I-94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94.
- Alien Registration Receipt Card (INS Form I-151) or Resident Alien Card (INS Form I-551), provided that it contains a photograph of the bearer.
- Temporary Resident Card. (INS Form I-688)
- Employment Authorization Card. (INS Form I-688A)

LIST B**Documents That Establish Identity**

For individuals 16 years of age or older:

- State-issued driver's license or state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, sex, height, color of eyes, and address.
- School identification card with a photograph
- Voter's registration card
- United States Military card or draft record
- Identification card issued by federal, state or local government agencies
- Military dependent's identification card
- Native American tribal documents
- United States Coast Guard Merchant Mariner Card
- Driver's license issued by a Canadian government authority

For individuals under age 16 who are unable to produce one of the documents listed above:

- School record or report card
- Clinic doctor or hospital record
- Daycare or nursery school record

LIST C**Documents That Establish Employment Eligibility**

- Social Security number card, other than one which has printed on its face "not valid for employment purposes."
 - Note: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction that people can buy) is not acceptable.
- An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing an official seal
- Unexpired INS employment authorization
- Unexpired re-entry permit. (INS Form I-327)
- Unexpired Refugee Travel Document. (INS Form I-571)
- Certification of Birth issued by the Department of State. (Form FS-545)
- Certification of Birth Abroad issued by the Department of State. (Form DS-1350)
- United States Citizen Identification Card. (INS Form I-197)
- Native American tribal document
- Identification Card for use of Resident Citizen in the United States. (INS Form I-179)

I-94 Arrival-Departure Record

Arrival-departure record issued by INS to nonimmigrant aliens and attached to an unexpired foreign passport. An individual in possession of this document may only be employed if the document bears an employment authorization stamp. The expiration date is noted on the face of the document.

Document Number: 601683547 00

U.S. IMMIGRATION
700 W 5th St
DEPARTMENT OF JUSTICE

EMPLOYMENT AUTHORIZED
MAY 22 1987
EXPIRATION DATE
AUG 26, 1987

Classification and
Exemption Status
E-1
Classification Reason

U.S. Name
WIFE
Last Name
MARVIN
First Name
U.S. Address
U.S. City
U.S. State
U.S. Zip

Warning: A nonimmigrant who accepts unauthorized employment is subject to deportation.

Important: Register your personal and professional name and complete address with the INS. If you fail to do so, you may delay your entry into the U.S. or the future use of the document in your return to the U.S. Only active-duty status allows on this form. To change your status, you must apply for a new document.

Registration date (month, year, day) May 22 1987

It was found that the registrant is a Conditional Resident.

Address of Conditional Resident: 1111 1st St, N.W., Washington, D.C. 20004

Students planning to return to the U.S. must obtain a new document in the same school and field of study as the previous document.

Signature of Registrant: _____

Signature of Employer: _____

Signature of School: _____

Signature of Other: _____

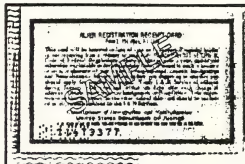
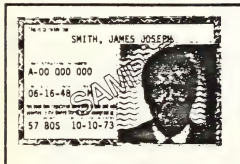
Print: _____ Department Reason: _____

Date: _____

Comment: _____

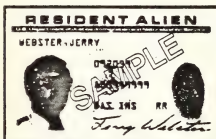
Alien Registration Receipt Card I-151

Issued by INS, prior to June 1978, to lawful permanent resident (lawful immigrant) aliens. There are numerous versions of this card because it was periodically revised. Although this card is no longer issued, it is valid indefinitely. This card is also commonly referred to as a "green card."



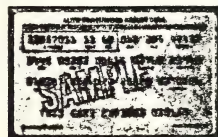
Alien Registration Receipt Card (Resident Alien Card) I-551

Issued by INS to lawful permanent resident (lawful immigrant) aliens. Valid indefinitely. This card is commonly referred to as a "green card" and is a revised edition of Form I-151.



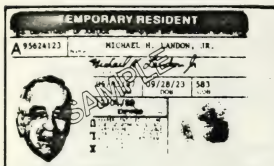
Alien Registration Receipt Card (Conditional Resident Alien Card) I-551

Issued by INS to conditional permanent residents such as alien spouses of United States citizens or lawful permanent residents. Although it is the same card as the I-551 issued to permanent resident aliens, this card is valid for a limited period of time. The expiration date is stated on the back of the card.



Temporary Resident Card I-688

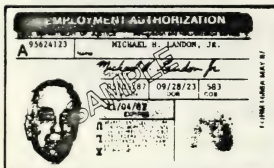
Issued by INS to aliens granted temporary resident status under the legalization or SAW programs.
It is valid until the expiration date stated on the face of the document.



Possession of this document will authorize a transportation line to accept the named bearer on board a vessel to the United States without liability under Section 2 of the Immigration and Nationality Act. Possession of this document prior to the expiration date will authorize an immigration officer at a port of entry in the United States to permit the named bearer whose photograph, fingerprint and signature appear hereon to enter the United States and assume the status previously granted under Section 244A or Section 210 of the Immigration and Nationality Act, as amended. This document is evidence of alien registration and must be carried at all times and is void if data on reverse is altered.

Employment Authorization Card I-688A

Issued by INS to applicants for temporary resident status after their interview for legalization or SAW status. It is valid for a period of six months from issuance and has the expiration date stated on the face of the card.



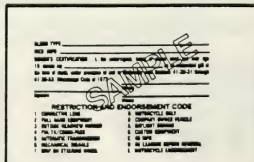
The person identified on the reverse is an applicant for Temporary Resident status under a provision of the Immigration and Nationality Act, as amended by P.L. 90-603. This document, presented during its validity period by the person to whom it was issued is a document of identity and employer eligibility required to be furnished by an employer under Section 274A of the Act.

This document is evidence of alien registration and must be carried at all times and is void if altered.

DOCUMENT LIST B.

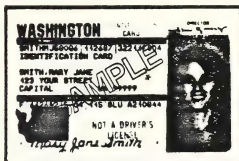
Sample Driver's License

A driver's license issued by any state (including the District of Columbia, Puerto Rico, the Virgin Islands and Guam) or by a Canadian government authority is acceptable if it contains a photograph or other identifying information such as name, date of birth, sex, height, color of eyes and address.



Sample State Identification Card

An identification card issued by any state (including the District of Columbia, Puerto Rico, the Virgin Islands and Guam) is acceptable if it contains a photograph or other identifying information such as name, date of birth, sex, height, color of eyes and address.



DOCUMENT LIST C.

Social Security Card



This card is invalid if laminated.

This card is invalid if not signed by the number holder unless health or age prevents signature.

Improper use of this card and/or number by the number holder or any other person is punishable by fine, imprisonment or both.

This card is the property of the Social Security Administration and must be returned upon request. If found, return to:

SSA - PO Box 6700
Baltimore, MD 21206
ATTN: FOUND SSN CARD (Return postage guaranteed)

Department of Health and Human Services

Social Security Administration

Form OA-702 (10-83)

B05193176

Sample Birth Certificates

BIRTH CARD CERTIFICATION
KENTUCKY DEPARTMENT FOR HEALTH SERVICES
REGISTERED PHARMACISTS
BIRTH NUMBER 110-68-9839-26
NAME OMAR GREENMAN
BIRTHDATE 6-8-1928 SEX MALE
BIRTHPLACE MC CARRICK COUNTY KENTUCKY
RECORD FILED 6-15-74 DATE ISSUED 10-11-83
CARD NUMBER 0083
SAMPLE OMAR L. GREENMAN, STATE REGISTRAR

THIS CERTIFICATION IS A TRUE ABSTRACT OF THE ORIGINAL BIRTH RECORD OF THE PERSON NAMED ON THE REVERSE SIDE, WHICH RECORDS GO ON FILE WITH AND IN OFFICIAL CUSTODY OF THE STATE REGISTRAR OF VITAL STATISTICS AT FRANKFORT, KENTUCKY.

ISSUED UNDER AUTHORITY OF CHAPTER 213
KENTUCKY REVISED STATUTES

[illegible]

Certification of Birth issued by the Department of State FS-545

Issued by U.S. embassies and consulates overseas to
United States citizens born abroad.

DEPARTMENT OF STATE
FOREIGN SERVICE OF THE UNITED STATES OF AMERICA

Certification of Birth Abroad
of a Citizen of the United States of America

This is to certify that according to records on file in this Office

Name _____ was born at _____
on _____
Report of birth made by _____

In Witness Whereof, I have hereunto subscribed my name and placed the seal of the Consular Service of the United States of America at _____
this _____ day of _____ 19____

(SEAL) _____ of the United States of America

WARNING: This certificate is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Office of Issuance.

Page 1 of 1

Certification of Birth issued by the Department of State DS-1350

Issued by the U.S. Department of State to
United States citizens born abroad.

DEPARTMENT OF STATE
WASHINGTON, D.C.

Certification of Birth Abroad
of a Citizen of the United States of America

This is to certify that according to records on file in the Department of State

Name _____ was born at _____
on _____
Report of birth made by _____

In Witness Whereof, I have hereunto subscribed my name and the seal of the Department of State to be affixed and my name subscribed by the Authentication Officer of the seal of the Department of State

this _____ day of _____ 19____

(SEAL) _____ By _____ Secretary of State

WARNING: This certificate is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Department of State.

Page 1 of 1

United States Citizen Identification Card I-197

Issued by INS to United States citizens. INS no longer issues this card.

NAME _____
DATE OF BIRTH _____
PLACE OF BIRTH _____
REPORT MADE BY _____
PHOTOGRAPH _____
FINGER MARKS _____
FINGER PRINTS _____
FINGER PRINTS _____
FINGER PRINTS _____

WARNING: This card is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Office of Issuance.

NAME _____
DATE OF BIRTH _____
PLACE OF BIRTH _____
REPORT MADE BY _____
PHOTOGRAPH _____
FINGER MARKS _____
FINGER PRINTS _____
FINGER PRINTS _____
FINGER PRINTS _____

WARNING: This card is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Office of Issuance.

Identification Card for use of Resident Citizen in the United States I-179

Issued by INS to United States citizens who are residents of the United States. INS no longer issues this card.

NAME _____
DATE OF BIRTH _____
PLACE OF BIRTH _____
REPORT MADE BY _____
PHOTOGRAPH _____
FINGER MARKS _____
FINGER PRINTS _____
FINGER PRINTS _____
FINGER PRINTS _____

WARNING: This card is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Office of Issuance.

NAME _____
DATE OF BIRTH _____
PLACE OF BIRTH _____
REPORT MADE BY _____
PHOTOGRAPH _____
FINGER MARKS _____
FINGER PRINTS _____
FINGER PRINTS _____
FINGER PRINTS _____

WARNING: This card is not valid if it has been obtained in any way whatsoever or if it does not bear the signed seal of the Office of Issuance.

February 12, 1990

CIVIL SERVICE COMMISSION MEDICAL EXAMINATION POLICY

In accordance with the Civil Service Commission Rule 15.01 - Requirement for Medical Examination of Appointees, the General Manager, Personnel has established a Medical Examination Policy. The policy was originally issued on June 2, 1986, was amended on July 1, 1987 and May 23, 1989, and is amended effective this date to continue in effect until further notice.

This Medical Examination Policy has not substantially changed over the previous one; however, the Policy issued this date incorporates the amendment issued May 23, 1989 which eliminated the medical examination requirement for most laid off employees being returned to duty. In addition, this Medical Examination Policy reflects the recent State of California requirements for positions requiring California Driver Licenses designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

The procedure for the medical examination of appointees has not changed since its issuance on July 1, 1987 and is as follows:

The Medical History Form will be provided by the appointing department and is to be completed by the appointee before arriving at the Center for Municipal Occupational Safety and Health (CMOSH) at the San Francisco General Hospital Medical Center. For those persons who are current employees and have been examined at CMOSH after 1983, completion of the Medical History Form is not required. A supply of the Medical History Form is available in Room 52E City Hall.

Medical appointments may be made by calling CMOSH at 821-8998 between 11 A.M. and 4:30 P.M., Monday through Friday. In most cases, medical appointments will be made within one week from the date the department requests an appointment. Departments are requested to notify the Assistant Secretary's office at 554-4747 or 554-4748 regarding scheduling difficulties.

The department must emphasize to the appointee the importance of keeping the medical appointment and reporting on time. If an appointee is more than fifteen (15) minutes late for the scheduled medical appointment, the appointment will be cancelled.

If it is necessary for either the appointee or the department to cancel a medical appointment, the cancellation must be made a minimum of seventy-two (72) hours in advance. "No shows" or cancellations made without seventy-two (72) hours prior notice will be subject to a charge of \$66.00, unless there is documentation of necessity, e.g., medical certification of illness or other acceptable evidence or reasons. The \$66.00 fee is the cost of the medical appointment to the Civil Service Commission at this time.

Periodically, CMOSH will be providing the Civil Service Commission with a listing by department of those appointees who fail to keep a medical appointment or fail to cancel with adequate advance notice. Civil Service Commission staff will review and investigate each incident to ascertain the reason for the failure of the appointee to report as scheduled.

Departments will be billed \$66.00 by the Civil Service Commission for each incidence of no show or late cancellation if

- the department is at fault for an appointee's failure to keep a scheduled medical appointment, OR
- the department fails to cancel an appointment with 72 hours minimum notice.

Appointees will be billed \$66.00 by the Civil Service Commission for each incidence of no show or late cancellation if

- the appointee is at fault for failure to keep a scheduled medical appointment, OR
- does not cancel a scheduled medical appointment 72 hours in advance, OR
- does not provide adequate documentation of necessity for cancellation of appointment less than 72 hours in advance.

Should an appointee either fail to keep a medical appointment and/or fail to cancel a medical appointment in a timely fashion on two (2) separate occasions, in addition to the assessment of all fees, all eligibility for future employment with the City and County of San Francisco will be cancelled.

Departments may request permission to employ an individual on a non-civil service basis pending completion of the medical examination. Such requests must be made to the Office of the CSC Assistant Secretary (554-4748) and will be evaluated on a case-by-case basis.

Medical examinations for appointees in each status of employment (permanent, permanent exempt, temporary, temporary exempt, limited tenure and non-civil service) are required for classifications listed below, with the following exceptions:

1. A medical examination is NOT required:

- when a medical examination has been completed and passed at CMOSH twelve (12) months immediately preceding the new appointment; AND
- the appointee has had continuous service since the date of the previous medical examination; AND
- the medical standards for the new position are deemed to be the same by the Director of CMOSH.

2. A medical examination will NOT be required for laid off employees being returned to duty from a Holdover Roster or for laid off employees being reinstated to former positions, UNLESS they are being returned to duty or reinstated to a position not previously held that has special conditions, considerations or requirements. For example, a Class 1404 Clerk who is laid off from a position that had no special conditions would be required to have a medical examination if that person is being returned to duty to a Class 1404 Clerk position requiring heavy lifting.

I MEDICAL EXAMINATION IS REQUIRED FOR ALL APPOINTMENTS

NON-CIVIL SERVICE (NCS)
LIMITED TENURE (LT)
TEMPORARY CIVIL SERVICE (TCS)
PERMANENT (PCS)

to positions in any class in the uniformed ranks of the:

SAN FRANCISCO POLICE DEPARTMENT
SAN FRANCISCO FIRE DEPARTMENT
SAN FRANCISCO SHERIFF'S DEPARTMENT
SAN FRANCISCO INTERNATIONAL AIRPORT POLICE FORCE

II POSITIONS WITH SPECIAL REQUIREMENTS

Except with the express prior approval of the Director of CMOSH or designee, or the General Manager, Personnel or designee, and except as provided under Category III, a medical examination shall be required for all appointments:

NON-CIVIL SERVICE (NCS)
LIMITED TENURE (LT)
TEMPORARY CIVIL SERVICE (TCS)
PERMANENT CIVIL SERVICE (PCS) - including an appointment by transfer, reinstatement or reappointment.

to a position in any class which has the following SPECIAL REQUIREMENTS

- A. Medical requirements or considerations, e.g., food handling, operation of a specialized motor vehicle, heavy equipment or machinery, patient contact, unusual physical activity, etc. The following classes are examples in this category:

1926, 1927, 1928, 1932, 1933, 1934, 1936, 1939, 1940, 2517, 2520, 2522, 2523, 2526, 2528, 2530, 2532, 2534, 2580, 2604, 2606, 2608, 2615, 2618, 2630, 2632, 2634, 2650, 2652, 2654, 2656, 2660, 2672, 2674, 2706, 2708, 2716, 2736, 2738, 2760, 2770, 2780, 3310, 3320, 3321, 3322, 3324, 3340, 3342, 3370, 3372, 3373, 3402, 3406, 3410, 3416, 3417, 3418, 3419, 3422, 3424, 3428, 3432, 3434, 3436, 3440, 3453, 3462, 3602, 6220 series, 6300 series, 7126, 7200 series, 7300 series, 7400 series, 7500 series, 9102, 9104, 9106, 9110, 9116, 9117, 9118, 9163, 9173, 9330, 9331, 9332, 9334, 9335, 9336, 9337, 9340, 9342, 9343, 9344, 9345, 9346, 9350, 9355, 9356, 9357, 9360, 9361, 9363, 9364, 9396.

NOTE: Specific positions in other classes in which there is a special condition fixed to the position are also in this category, e.g., 1404 with heavy lifting.

- B. Legally-mandated requirements, e.g., positions covered by California Occupational Safety and Health Administration (CAL OSHA) regulations. The following classes are examples in this category:

1760, 1762, 1763, 1764, 1914, 2806, 2808, 5215, 5216, 5220, 5222, 5224, 5304, 5305, 5310, 5312, 5314, 6102, 6104, 6106, 6120, 6122, 6124, 9202, 9203, 9210, 9211, 9212, 9213, 9215, 9216, 9232, 9240, 9241, 9242.

- C. Security activities, e.g., all appointments of persons who will be assigned to a correctional or juvenile facility or to security-related duties. The following classes are examples in this category:

8202, 8204, 8205, 8206, 8207, 8208, 8209, 8210, 8214, 8215, 8216, 8217, 8226, 8228, 8230, 8238, 8316, 8320, 8434, 8435, 8436, 8440, 8442, 8446, 8448.

- D. Clinical facilities, e.g., any appointment of persons who will be newly assigned to a clinical facility of the Department of Public Health. The following classes are examples in this category:

2210, 2220, 2300 series, 2400 series.

EXCEPT when a medical examination has been conducted and passed at CMOSH in the twelve (12) months immediately preceding the new appointment;

AND the appointee has had continuous service since the date of the medical examination;

AND the medical standards for the new position are deemed to be the same by the Director of CMOSH.

III. POSITIONS REQUIRING A CALIFORNIA DRIVER LICENSE

A. A pre-employment medical examination is required of appointees to positions requiring a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

IF The appointee is a new employee to the City and County of San Francisco;

OR is a current employee but was employed in a position that did not require a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

B. Pre-employment medical examination is not required of appointees to positions requiring a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

IF The appointee is currently employed by the City and County in any status;

AND is transitioning from one status to another in the same class (non-civil service (NCS) to limited tenure (LT), temporary civil service (TCS) to permanent civil service (PCS), etc);

AND possesses a valid State of California driver license designated Class I, II, A, or B and C with special certificates and/or endorsements;

AND the medical examination for the driver license designated Class I, II, A, or B and C with special certificates and/or endorsements was conducted at CMOSH.

Appointees who meet all four (4) criteria above will be processed with a photocopy of the medical certification card issued by CMOSH attached to the Appointment Processing form. A departmental employee will certify the validity of the driver license and if applicable, certification and/or endorsement, by verifying the original copy in the employee's possession and then writing on the photocopy of the medical certification card: "Class: _____", Driver license expires on: "_____" and signing and dating this certification.

* Specify driver license designation and, if applicable, required special certificates and/or endorsements.

** Specify date.

DESIGNATION OF COMMISSION PHYSICIANS

1. For the medical examination of appointees to positions in the uniformed ranks of the San Francisco Police Department: The Police Surgeon.
2. For the medical examination of appointees to positions in the uniformed ranks of the San Francisco Fire Department: The Fire Surgeon.
3. For all other appointees:
 - A. Physicians appointed to positions at CMOSH; OR
 - B. Such other private sector physicians or facilities designated by the General Manager, Personnel.
4. In addition, for all appointees in categories I, II and III above: Such other physicians in or out of the City and County Service as are from time to time designated for medical purposes by the General Manager, Personnel, the Police Surgeon, the Fire Surgeon, or physicians at CMOSH.

(6593B)



SUBJECT 9 - APPENDIX C

REISSUED: APRIL 18, 1986

DATE: August 19, 1985

TO : Civil Service Commission
Certification Staff

FROM: Albert C. Walker
Assistant Secretary,
Civil Service Commission *AC Walker*

SUBJECT: CRIMINAL HISTORY RECORD REVIEW PROCEDURE
FOR CERTAIN SECURITY RELATED CLASSES.

In accordance with Civil Service Commission policy, criminal history record review must be completed prior to the appointment of certain eligibles (see attached Appendix and Exhibit A). Effective Monday, August 19, 1985, the following procedure will be utilized in performing a criminal history record review for certain security-related classifications (see attached Exhibit B).

1. The eligible list is processed and adopted according to normal procedures.
2. The Certification Unit issues a Notice of Certification (name of eligibles available for selection).
3. The department selects an eligible from the certification (the appointee) who follows normal appointment processing procedures including being fingerprinted.
4. For the classes listed on Exhibit B only, the Certification Unit will not validate the appointment; APPOINTMENT PROCESSING documents will be placed in a pending file. The appointee will be given a copy of this procedure to return to the department as a reminder of this process. The appointee will not need to return to the Certification Unit in the future. One (1) copy of the APPOINTMENT PROCESSING form will be sent to Examination Team #5 with a Judicial Review Form (see attached copy of this in-house form). This copy will notify Team #5 to anticipate a report from the State of California Department of Justice. (It normally takes from six to ten weeks for Team #5 to receive such report.)
5. Upon receipt of the Department of Justice's report, Team #5 will notify the Certification Unit, if the appointment is to be approved, by returning the copy of the APPOINTMENT PROCESSING form indicating the word, "Approved," with an authorized Team #5 signature. This notation must be indicated in the space above the word, "CONVICTIONS," under the "CIVIL SERVICE USE ONLY" box at the bottom of the copy of the form.

Doc. #18448

6. If the appointment is approved, the Certification Unit will remove the APPOINTMENT PROCESSING form from the pending file, validate the appointment and route the copies appropriately. The validation date used is the date that appointment approval is received in the Certification Unit from Team #5. The appointee's probationary period begins on the first day following the validation date of the appointment that the appointee is shown on the department payroll as working under permanent appointment.
7. If the appointee is not approved for appointment (based on consultation between the department and Team #5), Team #5 will notify the Certification Unit, the department and the appointee in writing. The Certification Unit will return the Appointment Processing form to the department unvalidated with a copy of the written notification from Team #5.
8. When the appointee is not approved for employment, a new certification of eligibles will be issued for the position unless the department requests otherwise by submitting a REQUISITION MODIFICATION form or written request. If there are no remaining eligibles on the list (i.e., the eligible list is expired or exhausted), the department will be so notified.
9. Pending appointment approval, appointees may be employed by departments on a provisional (non-civil service) basis with no rights to future status or employee benefits (i.e., membership in the Health Service or Retirement Systems or entitlement to salary increments). Oral Authorizations for non-civil service employment will be approved by the Equal Employment Opportunity (EEO) Unit for appointees from eligible lists upon request by the department.
10. Appointees who are not approved for employment must be terminated. Such non-civil service appointees serve at the discretion of the appointing officer. (For information on termination procedures of provisional employees, see the Civil Service Commission's Memorandum, "Clarification of Termination Procedures of Provisional (Non-Civil Service and Limited Tenure), Temporary Civil Service, and Probationary Appointees," issued on October 13, 1981, and most recently re-issued on August 17, 1984.)

cc: John deSoto
Community College District
CSC Equal Employment Opportunity Unit
Fine Arts Museums
Health Service System
Public Library

Public Utilities Commission
Public Works
Recreation and Parks
Retirement System
War Memorial

EXHIBIT A
DESIGNATED POSITIONS

SAN FRANCISCO CIVIL SERVICE COMMISSION
POLICY ON THE REVIEW OF CRIMINAL HISTORY RECORDS

All appointees for the following positions shall be subject to a review of their criminal history record pursuant to provisions of existing state statutes and subject to their limitations prior to appointment due to the peculiar sensitivity of the employment sought and for the protection of the public which will be subjected to the exercise of extraordinary powers by these applicants if selected for employment:

1. Appointees for positions in the Police Department.
2. Appointees for positions in uniformed classifications of the Fire Department.
3. Appointees for positions in the Civil Service Department authorized to have access to the criminal history records of others pursuant to Board of Supervisors Resolution 508-80.
4. Appointees for court attache positions, including Counselors at Juvenile Hall, the Boys Ranch School, and Probation Officers.
5. Appointees for peace officer/security officer positions and investigator positions.
6. 8100 series classifications (all) - (Legal and Court Group).
7. 8200 series classifications (all) - (Protection and Apprehension Group).
8. 8300 series classifications (all) - (Correction and Detention Group).
9. 8400 series classifications (all) - (Probation and Parole Group).
10. 9210 Airport Police Officer.
11. 9211 Airport Police Sergeant.
12. 9212 Airfield Safety Officer.
13. 9215 Airport Police Lieutenant.
14. 9218 Chief, Bureau of Airport Security.
15. 9350 Harbor Police Officer.
16. 9351 Harbor Police Sergeant.
17. 9352 Harbor Police Captain.
18. 9901 Police Officer Specialist Youth Program.
19. Appointees for positions in medical units with access to drugs, patients, or the property of patients, pursuant to Section 432.7(e) and related sections of the California Penal Code, and Section 11590 and related sections of the California Health and Safety Code.
20. Appointees for positions with criminal justice agencies which have access to criminal history information (see Section 432.7(d) of the California Labor Code).
21. Appointees for positions with the San Francisco Unified School District.
22. Appointees for positions with the San Francisco Community College District.
23. Appointees for transit service operator positions.

:

EXHIBIT B

PROCEDURES FOR REVIEW OF CRIMINAL HISTORY RECORDS
OF CERTAIN SECURITY - RELATED CLASSES

This procedure applies to the following classes:

8140 Retirement System Investigator	Retirement
8202 Security Guard	Community College District War Memorial Fine Arts Museums
8204 Institutional Police Officer	Community College District
8205 Institutional Police Sergeant	Community College District Library War Memorial
8206 Institutional Police Captain	Community College District
8207 Building and Grounds Patrol Officer	Community College District Library Public Works War Memorial
8208 Park Patrol Officer	Recreation and Park
8210 Head Park Patrol Officer	Recreation and Park
8221 Security Services Manager, Public Utilities Commission	Public Utilities Commission
8226 Museum Guard	Fine Arts Museums
8228 Senior Museum Guard	Fine Arts Museums
8230 Chief Museum Guard	Fine Arts Museums
8272 Technical Instructional Assistant, Campus Control	Community College District

APPENDIX

SUMMARY OF CIVIL SERVICE COMMISSION POLICY ON
CRIMINAL HISTORY RECORD SEARCH

"DESIGNATED POSITIONS"
List of positions always subject to criminal history record search ("Designated Positions") attached as Exhibit A.

CURRENT CITY & COUNTY EMPLOYEES	
<u>CURRENT CITY EMPLOYEES IN NON-DESIGNATED POSITIONS</u> Non-Civil Service Limited Tenure Temporary Civil Service Permanent Civil Service Temporary Exempt Permanent Exempt	Review is required if: 1) Employee is going from a "Non-Designated" to a "Designated Position." 2) Required by law for the position or class to which employee is to be appointed or transferred. 3) Employee is changing status from non-civil service or temporary exempt to some other status (permanent, permanent exempt, temporary civil service, limited tenure) and is not on leave from other current City employment.
CURRENT CITY EMPLOYEES "DESIGNATED POSITIONS"	Review is required if an employee is going to another "Designated Position" and no review was made prior to appointment of employee to their present class or position.

NEW APPOINTEES NOT CURRENT EMPLOYEES	
Selected for appointment to positions which are permanent civil service, permanent exempt, temporary civil service or limited tenure.	Review is required in all cases.
Selected for appointment to non-civil service or temporary exempt position.	Review is required if position is a "Designated Position."

NOTES: Former employees with a break in service of more than six (6) months are to be treated as new appointees.

To determine if a previous criminal history record search was conducted call the CSC Certification Unit on Centrex 2651.

JUDICIAL/DRIVING RECORD REVIEW FORM

Information: The Civil Service Commission is responsible for determining the general fitness of appointees. You have passed necessary examinations and are about to have your appointment finally approved. Final processing requires an up-to-date statement of any conviction record. The Civil Service Commission reserves the right to review the record, subject to regular appeal and hearing procedures. Any significant falsification may lead to termination of appointment.

Instructions: Complete all four (4) sections below. Write "none" in the sections not applicable to you. List all criminal record convictions/moving violations or pending charges that occurred since you filed your application for the examination leading to this appointment. List your complete record if this appointment does not result from an examination.

Do NOT list juvenile offenses, records which have been sealed by court order, records which have been sealed or destroyed following completion of a diversion program, records which have been expunged by a court (1203.4 Penal Code), or moving violations more than 10 years old.

If you are not sure about the date of a conviction, be as accurate as you can and state that you are not sure below the date. Use reverse side if you need more space.

1. <u>OFFENSE</u>	<u>PENALTY</u>	<u>DATE CONVICTED</u>
-------------------	----------------	-----------------------

2. <u>CHARGES PENDING</u> <u>Offense</u>	<u>TRIAL DATE</u>
---	-------------------

3. <u>DRIVING RECORD</u> - Moving Violations <u>Offense</u>	<u>PENALTY</u>	<u>DATE CONVICTED</u>
--	----------------	-----------------------

4. <u>CHARGES PENDING</u> - Moving Violations	<u>TRIAL DATE</u>
---	-------------------

Print Name: _____	Class No.: _____
Signature: _____	Department: _____
Date: _____	Social Security No.: _____









Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 1: Charter Mandate/CSC Rule 34

PURPOSE

To summarize Charter Section 8.300(a)(6) and Civil Service Rule 34 relating to exempt employment of individuals who are severely disabled.

AUTHORITY

The Charter

Section 8.300(a)(6) provides that individuals who are certified as severely disabled and who meet the minimum qualifications for a class are eligible for a one-year appointment exempt from civil service to an entry-level position designated by an appointing officer. At the end of one year of satisfactory job performance and with the recommendation of a department head, the individual acquires permanent civil service status.

Rule 34

Implements the Charter by defining and outlining the process of designating a position, the selection of individuals, referral of eligible persons to departments, evaluation of these appointees, termination and layoff of employees during the evaluation period, and transition of successful appointees to permanent civil service status.

Other CSC Rules

Rule 16.05 - Extension of the Probationary Period

Rule 32 - Layoff

Note: This subject is arranged as follows:

- Section 1. Charter Mandate/CSC Rule 34
- Section 2. Designation of a Position
- Section 3. Selection
- Section 4. Appointment and Evaluation
- Section 5. Advancement to Permanent Civil Service Status

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 2: Designation of a Position

PURPOSE

To describe departmental and Civil Service responsibility in the areas of designating positions and preparing requisitions for review and approval.

MAJOR RESOURCE

Civil Service Commission Equal Employment Opportunity and Affirmative Action Division - (CSC EEO/AA) Room 151 City Hall, telephone 554-4736 for information regarding the program.

Civil Service Commission Classification Unit (CSC Classification) 44 Gough Street, telephone 557-4970 for information regarding classes for designated positions.

DESIGNATION OF AN ENTRY LEVEL POSITION

Department

1. Identifies an entry-level position to be filled by a person who is severely disabled. Trainee and journey level classes within an occupational series shall be considered entry level for the purpose of Rule 34 designations. For example, 1424 Clerk Typist and 1426 Senior Clerk Typist may both be designated; so may 1650 Accountant, but not 1652 Senior Accountant. Additionally, classes which do not appear to be "entry-level," such as 1842 Management Assistant, meet the entry-level criteria as set by Civil Service Classifications Unit.
2. Prepares a job description using minimum requirements listed in the latest examination announcement or class specification whichever is later. Use JOB DESCRIPTION: PROGRAM FOR THE EXEMPT EMPLOYMENT OF INDIVIDUALS WHO ARE SEVERELY DISABLED (CSC 10-20 which is available from the CSC EEO Unit) and a PERSONNEL REQUISITION (CSC 6-12a) or REQUISITION MODIFICATION (CSC 6-12).

Job Description: In addition to information which identifies the position, the form asks for a description of the characteristics of the position and the duties of the position.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 2: Designation of a Position (continued)

If there is no requisition on file with Civil Service:

Use the regular PERSONNEL REQUISITION form.
Except for two boxes; "Type" and "Special
Conditions", complete the form as you would for
any permanent requisition (See Subject III
Personnel Requisitions, Section 2 Initiating a
Personnel Requisition.) In the "Type" box
mark the line preceeding "Exempt Perm". In the
"Special Conditions" box write:
Rule 34: Exempt Employment of Individual who is
Severely Disabled; OR

If there is a requisition on file with Civil Service:

Use a REQUISITION MODIFICATION form.
Complete the top (See: Subject III Personnel
Requisitions Section 5 Requisition Modification)
mark box number 5: "addition or changes of
special conditions" and write: Exempt Employment
of Individual who is Severely Disabled;

3. Sends copies A/B/C/D of the PERSONNEL REQUISITION or copies A/B of
the REQUISITION MODIFICATION with two copies of the JOB DESCRIPTION
to the Civil Service EEO/AA, Room 151, City Hall.

Civil Service

1. CSC EEO/AA reviews the PERSONNEL REQUISITION or REQUISITION
MODIFICATION and JOB DESCRIPTION, ensures that there is no
outstanding certification on the requisition, logs it, stamps it
"Rule 34", detaches one copy of the JOB DESCRIPTION and sends it to
the CSC Classification Unit.
2. CSC Classification Unit reviews the PERSONNEL REQUISITION or
REQUISITION MODIFICATION and the attached JOB DESCRIPTION to ensure
that the class level and duties are appropriate.
 - If denied, notifies the department and returns the package to
CSC EEO/AA.
 - If approval cannot be given because of insufficient
documentation, contacts the Department for additional
information or clarification and notifies CSC EEO/AA that the
PERSONNEL REQUISITION or REQUISITION MODIFICATION is being
held. When the problem is resolved, notifies CSC EEO/AA that
the PERSONNEL REQUISITION or REQUISITION MODIFICATION and JOB
DESCRIPTION has left the CSC Classification Unit.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 2: Designation of a Position (continued)

- Approves the PERSONNEL REQUISITION or REQUISITION MODIFICATION and sends it to CSC Certification Unit. Sends the approved Job Description to CSC EEO/AA.
- 3. CSC Certification Unit logs the PERSONNEL REQUISITION or REQUISITION MODIFICATION and routes the document as required.
- 4. CSC Certification Unit assigns the REQUISITION or REQUISITION MODIFICATION number and returns copy B of the PERSONNEL REQUISITION or REQUISITION MODIFICATION to the department. Sends a copy of copy A to CSC EEO/AA.
- 5. CSC EEO/AA notifies the California State Department of Rehabilitation and the Veterans Administration of the opening AND posts notice of the opening on the official Civil Service Commission Bulletin Board outside of Room 151, City Hall and on the public Bulletin Board at 44 Gough Street.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 3: Selection

PURPOSE

To describe the selection and referral process for exempt employment of individuals who are severely disabled and indicate the responsibilities of each agency.

Civil Service Equal Employment Opportunity and Affirmative Action Division
(CSC EEO/AA)

1. Receives certifications and applications of candidates forwarded from the California State Department of Rehabilitation and Veterans Administration;
2. Verifies that each applicant has been certified as severely disabled by the Department of Rehabilitation or Veterans Administration;
3. Appraises the qualifications of each candidate;
4. Notifies candidates who do not meet the minimum qualifications;
5. Forwards all qualified application packets to the Department with REFERRAL SLIPS for interviews.

Department

IF NO SELECTION IS MADE, notifies CSC EEO/AA using the RULE 34 REFERRAL SLIP, briefly listing the reasons for not making a selection. Notifies non-selected candidates.

IF A SELECTION IS MADE, notifies candidates not selected, arranges a start work date with the selected candidate and completes and returns the REFERRAL SLIPS of all applicants to CSC EEO/AA.

CSC EEO/AA

If no selection is made, contacts the department to discuss the next step which may include the referral of additional candidates.

Note: See Section 4: Appointments, for restrictions on selection and appointment.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 4: Appointment and Evaluation Period

PURPOSE

To describe the process needed to meet the requirements of Civil Service Commission Rule 34 related to the appointment and evaluation period for an individual who is severely disabled and to indicate the policy restrictions on Rule 34 appointments.

APPOINTMENT

1. A current employee who does not have permanent (PCS) status may receive a Rule 34 appointment subject to the requirements and provisions of Rule 34.
2. A Rule 34 appointee may receive more than one Rule 34 appointment as long as that additional appointment occurs prior to transition to permanent (PCS) status and is to an approved Rule 34 position.
3. Rule 34 may not be used for the purpose of promoting a permanent (PCS) employee to a higher classification.
4. If a permanent employee does not meet the three (3) years in service requirement for a disability transfer, the department may use Rule 34, except that such a Rule 34 appointment shall be subject to the salary restrictions of the disability transfer Rule. All other requirements and provisions of a Rule 34 appointment shall be applicable.
5. Rule 34 appointees may receive appointment at a higher step of the salary schedule, consistent with the provisions of the Salary Standardization Ordinance and upon approval of the Civil Service Commission.
6. Rule 34 appointees hired in classes subject to medical examinations shall also be required to complete the medical examination. Their fitness to perform the duties of the class shall be subject to the review and recommendation by the Medical Director of CMOSH; consistent with the provisions of Civil Service Commission Rule 15.

Department

Prepares an APPOINTMENT PROCESSING (CSC 6-12c) form. The type of appointment is "Exempt-Perm". See Subject 9 - Personnel Appointments, Section 4 - Appointment Processing. Processing must include an INS I-9 form.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 4: Appointment and Evaluation Period (continued)

Appointee

1. Retirement System: 1155 Market Street, 2nd Floor. If the appointee has limited mobility, the Department must contact the Retirement System at 554-1500 to explain that a Rule 34 appointee is processing on a given date and arrange a specific appointment. A representative from the Retirement System will meet the appointee at the Health Service System at 1155 Market Street, 3rd Floor, at the designated time.
2. Health Service System: 1155 Market Street, 3rd Floor. The appointee selects and enrolls in one of the plans offered by the Health Service System.
3. CSC Certification Unit: Room 52-E City Hall. The appointee is fingerprinted by the Civil Service Commission staff who then validates the appointment and sends a copy of the validated appointment to the Civil Service Commission EEO/AA.

CSC EEO/AA

Receives a copy of the validated APPOINTMENT PROCESSING form and prepares tracking materials.

Conducts orientation for Rule 34 supervisor and employee, informs both about respective responsibilities for requests for reasonable accommodation.

PERFORMANCE APPRAISAL

Department

Using the job description for the position (See Section 2 above) the immediate supervisor of the severely disabled employee completes three Performance Appraisal reports during the Evaluation Period as follows:

1. At the end of the third month covering the first three months of employment;
2. At the end of the sixth month covering the fourth through sixth months; and
3. At the end of the eleventh month covering the seventh through eleventh months.

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 4: Appointment and Evaluation Period (continued)

It is critical that these reports be completed correctly and submitted on time.

The Performance Appraisals are regularly scheduled reports. However, supervisors may write supplemental reports at any time to document, for example, a critical incident, significant improvement or deterioration in performance, or special training that may be necessary. The standard PERFORMANCE APPRAISAL REPORT FORM (CSC 8-05) shall be used for supplemental reports. See Subject 12 - Performance Appraisal, for additional information.

The CSC EEO/AA Division contacts the Department at the end of the eleventh month to discuss the progress of the appointee and to learn whether the appointee will be transitioned to permanent civil service status.

In addition to Rule 34, the appointee is governed by these other Civil Service Rules:

1. Extension of the Probationary Period: Rule 16.05
2. Lay-Off: Rule 32

NOTE: During the one year evaluation period, the Rule 34 appointee is treated as an Exception of the Order of Layoff (see Subject 15: Separations III - Layoff; Section 3: Exception to the Order of Layoff). Once advanced to permanent civil service status, the appointee is subject to the seniority and layoff provisions of Rule 32.

3. Termination of Employment Rule 34.08

Subject 11: Exempt Employment of Individuals
who are Severely Disabled

Section 5: Advancement to Permanent Civil Service Status

PURPOSE

To describe the process by which an individual who is severely disabled and who has successfully completed the one year evaluation period transitions to permanent Civil Service status.

Department

1. At the middle of the eleventh month of the evaluation period prepares a REQUISITION MODIFICATION form. Completes the identifying information at the top of the form. Marks the box at Section 5 and in Special Conditions writes "For Rule 34 transition from Permanent Exempt to Permanent for appointment of (the name of the individual)." Forwards the completed REQUISITION MODIFICATION form to the CSC EEO/AA.
2. Receives an approved REQUISITION MODIFICATION and a NOTICE OF CERTIFICATION DEPARTMENTAL RESPONSE form which will indicate a Rule of One certification of the Rule 34 employee to a permanent position (See Subject 7 - Personnel Requisitions and Subject 8 - Certification of Eligibles for additional information).
3. Prepares an APPOINTMENT PROCESSING form. The type of appointment is "permanent". The only processing step is validation, Room 52-E City Hall.
4. The submission of the APPOINTMENT PROCESSING form signed by the appointing officer is deemed certification of the completion of one year of satisfactory service as required by Charter Section 8.300(a)(6).

EEO Unit

Prepares individual's history card and forwards to CSC Certification Unit with the Requisition Modification.

CSC Certification

Sends a copy of the validated appointment to the CSC EEO/AA.

Note:

A person hired under Rule 34 and who has been hired into an entry-level class which traditionally promotes to the next level via "Flexible Staffing" may not be automatically promoted to that next level upon satisfactory job performance. They may only be transitioned from Permanent Exempt to Permanent Civil Service status in the entry level class.





Subject 12: Performance Appraisal

Section 1: Performance Appraisal System Procedures

Purpose: To provide guidelines for the regular evaluation of the performance of employees.

Authority: Charter Section 3.661(b)
Civil Service Commission Rule 30.01

Resources: Handbook for Performance Appraisal System,
Civil Service Commission Management Development Unit,
Revised December 1986

Forms: City and County of San Francisco Performance Appraisal Report
(CSC 8-05) See Appendix A, available from the CSC Mail and
Reproduction Unit, Room 52C (Basement) City Hall between the hours
of 8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday through Friday.

Procedures:

- I. The manager who immediately supervises the employee completes an original and one copy of the Performance Appraisal Report according to the following procedures:
 - A. Read and follow the Guidelines for Writing Performance Appraisals. (See Section 2).
 - B. Complete the report through Section VI, schedule and conduct conference with the employee within specified time limits (See Section 3).
 1. The report period should cover no more than one 12 month period.
 2. It is especially important that probationary reports be written on schedule and Final Probation reports be completed and submitted before the expiration of the probationary period.
 - C. If more than one person has supervised an employee during the report period, a Conference Report should be written. Both managers will have input into the report. The current manager should write the report, schedule and conduct the appraisal conference with the employee. The second manager signs in Section VI #4 and may attend the conference.

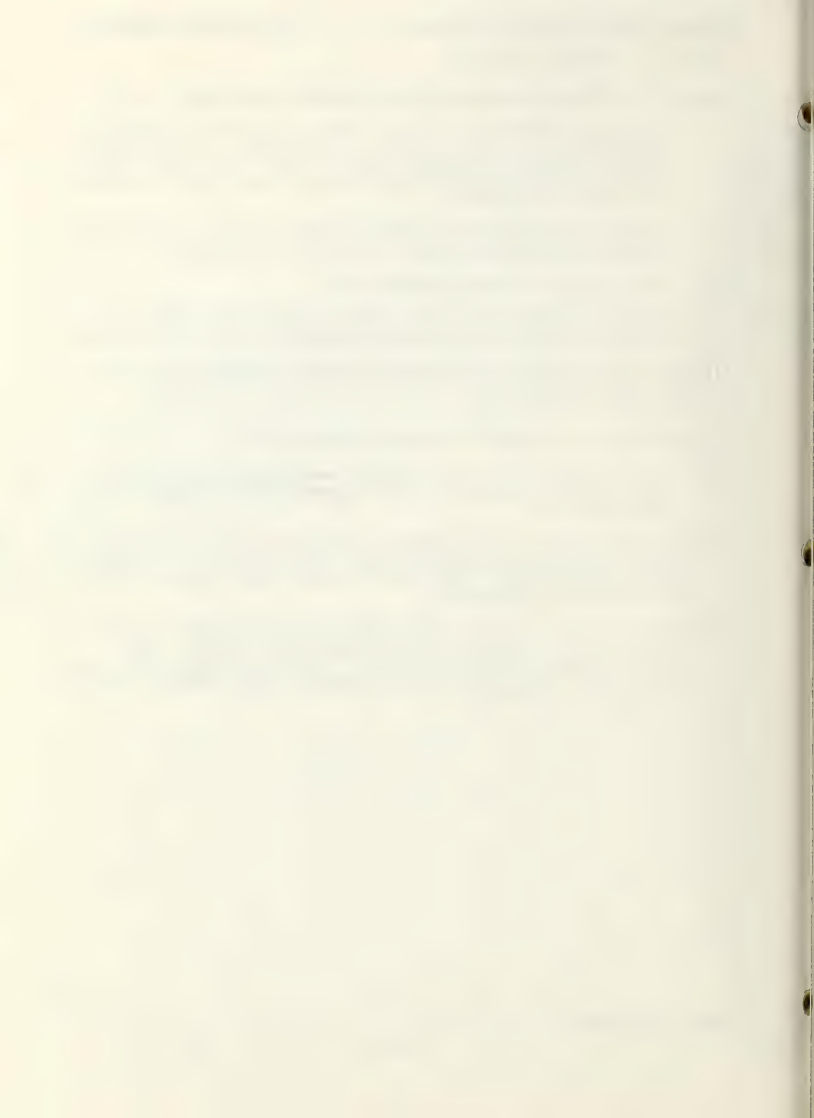
Separate reports should be written, rather than a Conference Report if the employee's duties and/or performance were significantly different under the two managers.
- II. Employee completes Section VII, EMPLOYEE'S STATEMENT, during the conference:
 - A. Checks appropriate box for agreement or disagreement with report.
 - B. If the employee disagrees with any part of the report, the section(s) of disagreement should be identified.



Subject 12: Performance Appraisal

Section 1: Performance Appraisal System Procedures (continued)

- C. If the employee wishes to write a rebuttal, it should be submitted in duplicate within 5 working days of the conference. If the employee submits a rebuttal, the manager should attach a copy to the original and to the copy of the Performance Appraisal Report before forwarding the report to the Reviewer.
 - D. If the employee requests a conference with the Reviewer, the manager should schedule the conference and must be in attendance.
 - E. Signs to certify having read the report.
 - F. If the employee chooses not to sign, the manager dates Section VII #2, writes in Section VII #3 "Employee chooses not to sign" and initials.
- III. When Section VII has been completed, the manager forwards both copies of the report to the Reviewer. Reviewer is the Reporting Manager's immediate superior.
- IV. Reviewer reviews report and completes Section VIII.
- Reviewer ensures that the report has been completed accurately and according to procedures, and that recommendations are appropriate (See Section 6).
- V. When the report has been completed through Section VIII, the original is placed in the employee's personnel file in the department. The copy is given to the employee. Transmittal of reports should always be in an envelope marked "CONFIDENTIAL".
- VI. After 3 1/2 years, a report may be removed from the personnel file at the discretion of the department, or by request of the employee. The employee requests the Personnel Office, in writing, to remove the report from the file. The Personnel Office responds to the request by returning the report to the employee.



Subject 12: Performance Appraisal

Section 2: Guidelines for Writing Performance Appraisals

The Performance Appraisal Report is to be completed in an original and one copy.

SECTION	IN THIS SECTION	INSTRUCTIONS
<u>IDENTIFICATION</u>	If incomplete or inaccurate If complete and accurate	Make necessary changes on form or prepare new form. Continue to Section I.
<u>I DUTIES AND RESPONSIBILITIES</u>	For all reports	Write a complete description of the responsibilities, tasks, projects and/or objectives which you assigned to the employee for the period of this report, and expectations for performance.
<p style="text-align: center;">DEFINITIONS OF RATINGS</p> <p>Use the following definitions to identify employee's level of performance when rating factors in Section II, III and IV.</p> <p>COMPETENT AND EFFECTIVE Performs assigned duties at an acceptable level through demonstrated application of skills.</p> <p>EXCEEDS STANDARDS Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated "Competent and Effective" but not of such uniqueness as to warrant an "Outstanding" rating.</p> <p>OUTSTANDING Performs assigned duties in a manner demonstrating mastery at every level of major responsibility. Results achieved are well beyond the level of performance rated "Exceeds Standards."</p> <p>DEVELOPMENT NEEDED Performance in one or more areas does not meet requirements for a "Competent and Effective" rating. Improvement is required if acceptable results are to be achieved.</p> <p>UNACCEPTABLE Even under close direction, performance does not demonstrate the ability and/or willingness to produce required results.</p>		



Subject 12: Performance Appraisal

Section 2: Guidelines for Writing Performance Appraisals (continued)

SECTION	IN THIS SECTION	INSTRUCTIONS
<u>II</u> <u>PERFORMANCE FACTORS</u>	For each of the eight factors	Check the box which gives the most accurate description of the employee's performance as it relates to the duties stated in Section I.
<u>III</u> <u>MANAGERIAL FACTORS</u> Required for all supervisory personnel	If the employee is a manager/supervisor If the employee is not a manager but has had some supervisory assignments during the report period If the employee had no supervisory responsibilities	Check the box which most accurately describes performance as it relates to each of the managerial factors. Check the boxes which most accurately describe performance as it relates to those assigned responsibilities. Draw diagonal line through Section III.
<u>IV</u> <u>OVERALL EVALUATION</u>	For all reports	Check the box which most accurately describes overall performance of duties.
<u>V</u> <u>COMMENTS</u> <u>V-A: FACTS/SPECIFIC PERFORMANCE DOCUMENTATION</u>	For all reports	Adequate and accurate documentation is required to support the ratings given in Section II and III. Give specific descriptions of performance. Attach additional page(s) as necessary.
<u>V-B</u> <u>EMPLOYEE STRENGTHS</u>	For all reports	List or characterize the employee's strong points.



Subject 12: Performance Appraisal

Section 2: Guidelines for Writing Performance Appraisals (continued)

SECTION	IN THIS SECTION	INSTRUCTIONS
V-C <u>WORK PLAN FOR NEXT REPORT PERIOD</u>	For any factor in Sections II and III rated "DEVELOPMENT NEEDED" or "UNACCEPTABLE"	Describe the plan you and the employee will follow during the next report period to improve employee performance. State exactly what must be done for employee to demonstrate improved performance and a specific time for improvement.
	If performance is "COMPETENT AND EFFECTIVE" or above	List development or performance goals for the next report period.
V-D <u>RECOMMENDATIONS</u>	When applicable	Write appropriate recommendations. This section may also be used for commendations.
	If mid-probation report	Recommend the employee continue probation or recommend terminating the probationary status.
	If final probation report	Recommend full permanent status or termination of probationary status.
VI <u>REPORTING MANAGER</u>	If only one person supervised employee	Complete #1, 2, 3; sign #5.
	If more than one person supervised the employee during the report period and had input into the report	The other manager signs Section VI #4. Usually the current manager holds the performance conference with the employee. The other manager may attend if requested by the Reporting Manager or the employee.



Subject 12: Performance Appraisal

Section 2: Guidelines for Writing Performance Appraisals (continued)

SECTION	IN THIS SECTION	INSTRUCTIONS
VII <u>EMPLOYEE STATEMENT</u>	Employee completes this section at the time of the performance conference. If employee agrees with report If employee disagrees with <u>any</u> part of the report If the employee wants to rebut any point of disagreement If the employee wants a conference with the Reviewer To certify the employee has read the report If the employee chooses <u>not</u> to sign the report	EMPLOYEE: Checks the box indicating agreement. Checks the box indicating disagreement and identifies the section(s) and factor(s). Checks the box indicating Rebuttal attached. Writes and returns the rebuttal within 5 working days for attachment to the report. Checks the box requesting a conference. The Reporting Manager must be present at this conference. Dates #2 and signs #3. REPORTING MANAGER: dates Section VII #2, writes in Section VII #3 "Employee chooses not to sign" and initials.



Subject 12: Performance Appraisal

Section 2: Guidelines for Writing Performance Appraisals (continued)

SECTION	IN THIS SECTION	INSTRUCTIONS
VIII <u>REVIEWER CERTIFICATION</u>	When review of report is completed	REVIEWER: #1. Prints or types name, and work address. #2. Class No. and Title #3. Date of review #4. Date of conference if conference was requested. Initials of those present. #5 Checks box certifying review of report. Checks box if some action is to be taken. Describes the action. #6 Signs.



Subject 12: Performance Appraisal

Section 3: Schedule for Writing Performance Appraisals

If the employee is:	the report must be completed:	sent to the Reviewer within:
Permanent Temporary Civil Service Limited Tenure	Annually	15 working days
Non Civil Service	After 90 days on job, then annually	The Reviewer has 5 working days to complete review, forward the original to Personnel Department and copy to the employee.
Probationary: 6 month probation 1 year probation	End of third month fifth month End of third month sixth month eleventh month	5 working days
Separated from service Transferred	7 days prior to leaving It is recommended that an appraisal be written at this time unless one was written within the last 90 days.	The Reviewer has 5 working days to complete review, forward the original to Personnel Department and copy to employee.



Subject 12: Performance Appraisal

Section 4: Supplemental Reports

The manager may write a supplemental appraisal to document an incident of significant performance, positive or negative, or as a follow-up on performance if recommended in a regular report. The appraisal should be completed within 5 days and forwarded to the Reviewer.

INSTRUCTIONS: Forms are obtained from personnel office.

SECTION	INSTRUCTIONS
<u>IDENTIFICATION</u>	Personnel Office completes or Reporting Manager may complete.
<u>I DUTIES/RESPONSIBILITIES</u>	Write only those duties that relate to the performance being evaluated or state the reason for this report.
<u>II PERFORMANCE FACTORS AND/OR III MANAGERIAL FACTORS</u>	Mark only the factor(s) being evaluated in Sections II or III. Draw diagonal line through all factors that do not apply.
<u>V COMMENTS</u>	Comment A: Describe employee's performance. Complete any other Comment Areas that relate to this appraisal.
VI, VII, VIII	Complete according to instructions for regular reports.



Subject 12: Performance Appraisal

Section 5: Employee Rights

In the Performance Appraisal System, the employee has the right to:

1. Read the report.
2. Discuss the report with the Reporting Manager.
3. Indicate agreement or disagreement with the report.
4. Write a rebuttal to any point of disagreement identified in Section VII. Rebuttal must be submitted within 5 working days of the conference.
5. Request a conference with Reviewer.
6. Receive a copy of every report written.
7. Request the removal of a report from personnel file after 3 1/2 years. To have a report removed, the employee requests the Personnel Office, in writing, to remove the report from the file. The Personnel Office responds to the request by returning the report to the employee.



Subject 12: Performance Appraisal

Section 6: Guidelines For Reviewing Performance Appraisals

The Reviewer monitors performance appraisals for timeliness and accuracy. Completion of Section VIII and signature certify that proper procedures have been followed and that the report is valid and reliable.

Review provides higher level managers with valuable information about the strengths and weaknesses of the work force, as well as the manager's method of training, counseling or disciplining employees.

PROPER PROCEDURES:

Performance Appraisals must be written for every employee at regular designated intervals (See Section 2).

The Reporting Manager (refers to all supervisory personnel) completes the appraisal according to schedule and following CSC Guidelines (See Section 3).

The Reviewer, following GUIDELINES FOR REVIEW below, certifies by signature, Section VIII, #6, that an appraisal is on time, complete, valid and reliable. When Section VIII has been completed, the Reviewer forwards original to Personnel Department for inclusion in the employee's personnel file and forwards the copy to employee. Transmittal of appraisals should always be in an envelope marked "CONFIDENTIAL."

GUIDELINES FOR REVIEW: Check for the following in reviewing the report:

1. COMPLETION: that all sections are completed accurately. The report is an official personnel document and should be typed or printed in ink. Do not accept reports that are completed in pencil or illegible. The original which will be placed in the personnel file should not be a photocopy.
2. VALIDITY: that Section I contains a complete description of duties and responsibilities assigned the employee during the report period.
3. CONSISTENCY: that there is internal consistency between the OVERALL RATING, Section IV, and the ratings of individual factors in Sections II and III.
4. RELIABILITY: that each Comment area has proper content:
 - A. Facts/Specific Performance Documentation: adequate, specific descriptions of the employee's performance to support the ratings. A vague general statement that merely repeats what the rating has already said is not adequate.
 - B. Employee Strengths: strong points that contribute to effective performance.



Subject 12: Performance Appraisal

Section 6: Guidelines For Reviewing Performance Appraisals (continued)

C. Work Plan for Next Report Period: plan for employee development: a statement of what the manager wants the employee to do during the next report period: to improve, correct some deficiency, learn a new procedure, take different responsibilities, etc. There must be a plan for improvement for any "DEVELOPMENT NEEDED" or "UNACCEPTABLE" rating.

D. Recommendations:

1. In probation reports, there must be a recommendation to continue probation or to terminate the probationary status. In Final Probation reports, there must be the recommendation of full permanent status or termination of the probationary status.
2. In other reports, recommendations should be appropriate and practicable.
3. Comment D may also be used for commendations.

5. Section VII: EMPLOYEE'S STATEMENT

It is important that all managers comply with the procedure to hold a conference with the employee to discuss the appraisal and performance expectations for the next report period. During the conference, the employee completes Section VII.

If the employee has checked "Rebuttal attached," the rebuttal should be prepared and submitted within 5 working days of the conference. Copies of the rebuttal should be attached to original and to the copy of the appraisal.

If the employee requests a conference with the Reviewer, the manager who wrote the report should arrange the conference and must also attend.

The employee signs to certify having read the appraisal. If an employee chooses not to sign, the manager must date Section VII #2, in Section VII #3 write "Employee chooses not to sign" and initial. There must be the employee's signature or the manager's initials in this section as certification that the employee has read the report.

6. Section VIII: REVIEWER'S CERTIFICATION

- A. The Reviewer may not change the appraisal as prepared by the manager.
1. If additional documentation is required, the Reporting Manager should add it to Section V-A, or attach an additional page.
 2. If the appraisal is inaccurate (e.g. ratings are unrealistically high/low or there are factual inaccuracies), the Reviewer must instruct the manager to write another appraisal. The first appraisal should be invalidated.



Subject 12: Performance Appraisal

Section 6: Guidelines For Reviewing Performance Appraisals (continued)

3. If any addition or correction is made or a new appraisal written, the manager must hold another conference with the employee.
- B. The Reviewer may take one or a number of appropriate actions, for example:
 1. Schedule a conference to discuss performance.
 2. Recommend training or special assistance.
 3. Reassign or change duties.
 4. Require a follow-up report.
 5. Commend very good performance.
 6. Take disciplinary action.
 7. Recommend termination.
- C. The Reviewer may write a statement related to employee's performance and attach it to the appraisal.
- D. Reviewer completes #1, 2, 3, 4 (if a conference was held) 5 and signs #6.

When Section VIII has been completed, the original is placed in the employee's personnel file, copy is given to employee. Transmittal of reports should always be in an envelope marked "CONFIDENTIAL."



City
and
County
of
San Francisco

Performance Appraisal Report

Identification

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. CLASS No. AND TITLE		3. STATUS
4. WORK LOCATION & DIVISION	5. DEPARTMENT	6. REASON FOR REPORT	7. 1st DATE IN CLASS
	8. PERIOD OF REPORT FROM TO		9. PROBATION ENDS

I. Duties and Responsibilities/Performance Criteria

DEFINITIONS OF RATINGS

Use the following definitions to identify employee's level of performance when rating factors in Sections II, III and IV.

COMPETENT AND EFFECTIVE	Performs assigned duties at an acceptable level through demonstrated application of skills.
EXCEEDS STANDARDS	Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated "Competent and Effective," but not of such uniqueness as to warrant an "Outstanding" rating.
OUTSTANDING	Performs assigned duties in a manner demonstrating mastery at every level of major responsibility. Results achieved are well beyond the level of performance rated "Exceeds Standards."
DEVELOPMENT NEEDED	Performance in one or more areas does not meet the requirement for a "Competent and Effective" rating. Improvement is required if acceptable results are to be achieved.
UNACCEPTABLE	Even under close direction, performance does not demonstrate the ability and/or willingness to produce required results.

II. Performance Factors *(Required for all employees)*

Competent/Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. ATTENDANCE AND PUNCTUALITY				
GOOD OBSERVANCE OF WORKING HOURS; ONLY ROUTINE ABSENCE FROM WORK <input type="checkbox"/>	VERY PUNCTUAL AND DEPENDABLE <input type="checkbox"/>	EXTREMELY PUNCTUAL AND DEPENDABLE <input type="checkbox"/>	HIGH RATE OF LATENESS AND/OR ABSENCE FROM WORK <input type="checkbox"/>	EXCESSIVE AND PERSISTENT PATTERN OF LATENESS AND/OR ABSENCE FROM WORK <input type="checkbox"/>
2. KNOWLEDGE OF JOB				
WELL-INFORMED ON IMPORTANT PHASES OF THE JOB <input type="checkbox"/>	WELL-INFORMED ON ALL PHASES OF THE JOB <input type="checkbox"/>	EXCEPTIONAL KNOWLEDGE AND UNDERSTANDING OF THE JOB <input type="checkbox"/>	LACKS KNOWLEDGE OF SOME IMPORTANT PHASES OF THE JOB <input type="checkbox"/>	INSUFFICIENT KNOWLEDGE TO PERFORM THE ESSENTIAL JOB REQUIREMENTS <input type="checkbox"/>
3. QUANTITY OF WORK PERFORMED				
QUANTITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS <input type="checkbox"/>	QUANTITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS <input type="checkbox"/>	QUANTITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS <input type="checkbox"/>	QUANTITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS <input type="checkbox"/>	QUANTITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS <input type="checkbox"/>
4. QUALITY OF WORK PERFORMED				
QUALITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS <input type="checkbox"/>	QUALITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS <input type="checkbox"/>	QUALITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS <input type="checkbox"/>	QUALITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS <input type="checkbox"/>	QUALITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS <input type="checkbox"/>
5. EFFECTIVENESS IN WORKING WITH OTHERS				
WORKS EFFECTIVELY WITH OTHERS <input type="checkbox"/>	WORKS EFFECTIVELY WITH OTHERS UNDER DIFFICULT CIRCUMSTANCES <input type="checkbox"/>	ACTIVELY PROMOTES GOOD RELATIONS WITH OTHERS <input type="checkbox"/>	OCCASIONALLY HAS DIFFICULTY IN WORKING WITH OTHERS <input type="checkbox"/>	SERIOUS INATTENTION TO NEEDS OF OTHERS AND/OR CONTINUED CONFLICT WITH OTHERS <input type="checkbox"/>
6. ADAPTABILITY TO WORK SITUATION				
EFFECTIVELY ADAPTS TO DAY-TO-DAY DEMANDS OF THE JOB <input type="checkbox"/>	PERFORMS WELL EVEN UNDER PRESSURE OR IN DIFFICULT SITUATIONS <input type="checkbox"/>	PERFORMS EFFECTIVELY IN CRISIS SITUATIONS <input type="checkbox"/>	PERFORMANCE CONSISTENTLY DECLINES IN OTHER THAN ROUTINE SITUATIONS <input type="checkbox"/>	DOES NOT ADAPT TO ROUTINE DEMANDS OF THE JOB <input type="checkbox"/>
7. USE OF MATERIALS AND EQUIPMENT				
ROUTINELY CONSERVES MATERIALS AND/OR MAINTAINS EQUIPMENT <input type="checkbox"/>	OBTAINS MAXIMUM UTILIZATION OF MATERIALS AND/OR EQUIPMENT <input type="checkbox"/>	DEVELOPS IMPROVED TECHNIQUES FOR THE USE OF MATERIALS AND/OR EQUIPMENT <input type="checkbox"/>	OCCASIONALLY WASTEFUL AND/OR CARELESS <input type="checkbox"/>	UNACCEPTABLY WASTEFUL AND/OR CARELESS <input type="checkbox"/>
8. SAFETY				
ROUTINELY OBSERVES ALL SAFETY PRACTICES <input type="checkbox"/>	IDENTIFIES AND REPORTS SAFETY HAZARDS <input type="checkbox"/>	CONSISTENTLY IDENTIFIES SAFETY HAZARDS AND INITIATES CORRECTIVE ACTION <input type="checkbox"/>	OCCASIONALLY DISREGARDS SAFETY PRACTICES <input type="checkbox"/>	SERIOUSLY DISREGARDS SAFETY PRACTICES <input type="checkbox"/>

III. Managerial Factors *(Required for all supervisory personnel)*

Competent/Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. COMMUNICATING				
USUALLY COMMUNICATES CLEARLY AND PRODUCES EFFECTIVE LEVEL OF UNDERSTANDING <input type="checkbox"/>	FREQUENTLY USES LANGUAGE SKILLS TO PROMOTE OPTIMAL LEVEL OF CLARITY AND UNDERSTANDING <input type="checkbox"/>	CONSISTENTLY USES LANGUAGE SKILLS TO MANAGE INTERPERSONAL PROBLEMS EFFECTIVELY <input type="checkbox"/>	SOMETIMES FAILS TO COMMUNICATE CLEARLY RESULTING IN MISUNDERSTANDING AND/OR CONFUSION <input type="checkbox"/>	SERIOUS AND/OR PERSISTENT PROBLEMS USING LANGUAGE SKILLS <input type="checkbox"/>
2. PLANNING				
DEVELOPS NECESSARY GOALS AND PLANS AND EVALUATES RESULTS <input type="checkbox"/>	IDENTIFIES POTENTIAL PROBLEMS AND DEVELOPS CONTINGENCY PLANS <input type="checkbox"/>	PLANS CREATIVELY TO OPTIMIZE USE OF ALL RESOURCES <input type="checkbox"/>	POOR ATTENTION TO PLANNING AND/OR INEFFICIENT USE OF RESOURCES <input type="checkbox"/>	SERIOUS INATTENTION TO PLANNING AND/OR EXTREMELY WEAK IN UTILIZING RESOURCES <input type="checkbox"/>
3. DECISION MAKING				
USUALLY DEMONSTRATES SOUND EVALUATION OF FACTORS IN ROUTINE MATTERS <input type="checkbox"/>	DEMONSTRATES EXCEPTIONAL ABILITY TO SOLVE DIFFICULT PROBLEMS <input type="checkbox"/>	CONSISTENTLY DEMONSTRATES ABILITY TO SOLVE PROBLEMS OF A HIGHLY COMPLEX NATURE <input type="checkbox"/>	SOMETIMES OVERLOOKS AND/OR MISJUDGES BASIC FACTORS IN ROUTINE MATTERS <input type="checkbox"/>	SERIOUS INATTENTION TO DECISION MAKING; DECISIONS PRODUCE POOR RESULTS <input type="checkbox"/>
4. DIRECTING AND MOTIVATING EMPLOYEES				
EFFECTIVELY DIRECTS THE WORK OF EMPLOYEES <input type="checkbox"/>	MOTIVATES EMPLOYEES TO ACHIEVE HIGH PERFORMANCE <input type="checkbox"/>	IDENTIFIES EMPLOYEE POTENTIAL AND PROVIDES OPPORTUNITIES FOR OPTIMAL PERFORMANCE <input type="checkbox"/>	HAS DIFFICULTY IN DIRECTING AND/OR MOTIVATING EMPLOYEES <input type="checkbox"/>	SERIOUS INATTENTION TO DIRECTING AND/OR MOTIVATING EMPLOYEES <input type="checkbox"/>
5. TRAINING AND DEVELOPING EMPLOYEES				
MAKES PROVISIONS FOR EMPLOYEES TO ACQUIRE NECESSARY JOB SKILLS AND KNOWLEDGE <input type="checkbox"/>	ENCOURAGES EMPLOYEES IN CAREER DEVELOPMENT <input type="checkbox"/>	ACTIVELY PROVIDES EMPLOYEE TRAINING AND DEVELOPMENT OPPORTUNITIES <input type="checkbox"/>	SOMETIMES FAILS TO PROVIDE NEEDED TRAINING OR JOB INFORMATION TO EMPLOYEES <input type="checkbox"/>	SERIOUS INATTENTION TO EMPLOYEE TRAINING NEEDS <input type="checkbox"/>

IV. Overall Evaluation

Competent and Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Comments Must be completed according to instructions.

A. Facts Specific Performance Documentation: Adequate and accurate documentation is required.
(Attach additional pages as necessary)

B. Employee Strengths:

C. Work Plan for Next Report Period:

D. Recommendations:

VI. Reporting Manager

1 NAME: (Last, First, Middle Initial)	2 CLASS No. AND TITLE	3 CONFERENCE REPORT WITH Manager's Signature
	3 DATE OF REPORT	5 SIGNATURE

VII. Employee's Statement (See Handbook for Statement of Employee Rights)

<input type="checkbox"/> I agree with this report. <input type="checkbox"/> I do not agree with this report. Sect. ____ No. ____	2 DATE OF COUNSELING INTERVIEW
<input type="checkbox"/> I request a conference with the Reviewer.	3 SIGNATURE CERTIFIES I HAVE READ REPORT
<input type="checkbox"/> Rebuttal attached.	

VIII. Reviewer's Certification

1 NAME: (Last, First, Middle Initial)	2 CLASS No. AND TITLE	4 DATE OF CONFERENCE: INITIALS OF THOSE PRESENT
	3 DATE OF REVIEW	
<input type="checkbox"/> I certify that I have reviewed this report.		5 SIGNATURE
<input type="checkbox"/> I have taken the following action:		



Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 1: General Information

PURPOSE

To define each type of non-disciplinary employee separation, other than layoff and the procedures for reporting such separations. Disciplinary separations are covered in Subject 14. Layoffs are discussed in Section 15. Leaves of Absence are covered in Section 17. Disciplinary separations, layoffs and leaves of absence are not covered in this subject.

OUTLINE OF SUBJECT

Section 1 - General Information

Section 2 - SEPARATION REPORT

Section 3 - Unemployment Compensation Claims

DEFINITION

Separation, for the purposes of this section, includes the following:

REASSIGNMENT

Moving an employee from one position or PERSONNEL REQUISITION in a class in a department to another position or PERSONNEL REQUISITION in the same class in the same department.

RESIGNATION

An voluntary act by an employee to terminate his/her employment. Resignation may be either:

1. a complete separation from the City service; or,
2. a separation from one position to accept employment in another position in the City and County service. This refers to the resignation of a permanent employee to accept another permanent appointment or to the resignation of a temporary employee to accept another temporary appointment. It does not apply to permanent employees who take leave to accept temporary employment in another class.

REINSTATEMENT

The return of a current permanent employee to a vacant position in a former class and/or department in which the employee had completed the probationary period (See also Subject 9: Personnel Appointments, Section 5: Reinstatement).

**Subject 13: Employee Separations I
Non-Disciplinary Separations****Section 1: General Information (continued)**

TRANSFER

The movement of a permanent employee to a permanent position in the same class under a different appointing officer (See also Subject 9: Personnel Appointments, Section 7: Transfers).

RETIREMENT

The separation of a permanent employee from the City service based upon length of service or disability.

EMPLOYEE REACHES PERMISSIBLE LIMIT OF TEMPORARY EMPLOYMENT

The separation of a temporary (TCS) or provisional (LT or NCS) employee upon the expiration of the maximum allowable duration of the PERSONNEL REQUISITION or upon expiration of the appointee's temporary position (CSC RULE 12 - Appointments, Section 12.05).

DEATH OF AN EMPLOYEE

SEPARATION REPORT

APPOINTING OFFICER SIGNATURE	TELEPHONE NUMBER	CIVIL SERVICE USE RQ LOG _____ POSTED _____ HOLDOVER CANVASSED _____
DEPARTMENT	NAME/TITLE	

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT

PURPOSE

To describe the SEPARATION REPORT and to provide instructions for completion and distribution of the form.

SEPARATION REPORT

The SEPARATION REPORT (CSC 1-67) is a seven-page carbon interleaved form which is color-coded with the distribution noted in the bottom margin (See facing page).

A supply of the SEPARATION REPORT may be obtained from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

The SEPARATION REPORT is typed in the department in which the separation occurs.

The instructions for completing and distributing the form begin on the following page.



Subject 13: Employee Separations I
Non-Disdisciplinary Separations

Section 2: SEPARATION REPORT

COMPLETION OF THE SEPARATION REPORT

NOTE: A SEPARATION REPORT is required for all separations except when an employee is transitioning from Non-Civil Service (NCS) to Limited Tenure (LT) status.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION		SEPARATION REPORT	
(LAST, FIRST, M.I.)	DATE ISSUED	DEPT. CONTROL NO.	CIVIL SERVICE USE ONLY
1	2	3	SR- 4
TITLE	DATE OF BIRTH	SOCIAL SECURITY NO.	
5 6	7	8	

1. Type employee's name, last name first.
2. Date issued is the date the SEPARATION REPORT is typed in the department.
3. Department Control Number (also known as the "Department Requisition Number" is the department-assigned number of the PERSONNEL REQUISITION (CSC 6-12a) against which the employee was working.
4. Civil Service Use Only - Leave blank.
5. Class Number.
6. Class Title is the exact title of the position as it appears on the class specification.
7. Date of Birth of the employee who is being separated.
8. Social Security Number of the separating employee .



Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT (continued)

TYPE OF APPOINTMENT		WORK SCHEDULE		PART-TIME HOURS		CSC RQ NUMBER		RANK		LIST		CERTIFICATION OR START WORK DATE	
9		10		11		12		13		14		15	
PERMANENT LIMITED TENURE EXEMPT-PERM. EXEMPT-TEMP. NON-CIVIL SERVICE (NCS)		FULL-TIME PART-TIME SCHOOL TERM AS NEEDED		DEPT		DIV		SEC		FUND		OBJECT	
				16a		b		c		d		e	
												f	
												g	

9. Type of Appointment. See the description of the various types of appointments outlined in Subject 9: Personnel Appointments, Section 1: Types of Appointments, and check appropriate line.
10. Work Schedule. Check appropriate line based on the hours or schedule the employee worked (This section must correspond to the work schedule indicated on the PERSONNEL REQUISITION against which the employee was working).
11. Part-Time Hours. Number of hours worked by part-time, regularly-scheduled employees. This section is left blank when the work schedule is full-time, school-term or as-needed.
12. CSC RQ Number. The number stamped by civil service commission staff in the upper right-hand corner of the PERSONNEL REQUISITION (CSC 6-12a) against which the employee was working.
13. Rank. This section must be completed only for employees who are permanent (PCS) and temporary from an eligible list (TCS). It is the employee's rank on the eligible list from which the employee was appointed. This information is contained on both the Notice of Certification and the employees APPOINTMENT PROCESSING form (CSC 6-12c).
14. List. This section must be completed only for PCS and TCS employees. It is the eligible list number from which the employee was appointed. This information is contained on both the Notice of Certification and the employee's APPOINTMENT PROCESSING form (CSC 6-12c).
15. Certification Date or Start Work Date.
 - a. Certification Date is used for PCS and TCS appointees and is the date the employee was notified by CSC staff that he/she was eligible for consideration for appointment. This information is contained on both the Notice of Certification and the APPOINTMENT PROCESSING form.
 - b. Start Work Date is used for exempt (PE and TE), limited tenure (LT) and non-civil service (NCS) appointments. This is the date the employee started working in the status in the position from which being separated.
- 16.a-g This section is the budgetary control information and is available from both the employee's PERSONNEL REQUISITION and the APPOINTMENT PROCESSING form.

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT Form (continued)

EFFECTIVE 17	IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO 18	IF NOT, SPECIFY EMPLOYEE'S NEW DEPARTMENT 19
IF EMPLOYEE ENDING A POSITIONARY JOB AT THE OF SEPARATION? <input type="checkbox"/> NO	IF YES <input type="checkbox"/> YES 20 SPECIFY TYPE <input type="checkbox"/> ENTRANCE 21 <input type="checkbox"/> PROMOTIVE	ADDRESS - COMPLETE FOR PARTS 3, 4 OR 6 ONLY 22 TELEPHONE NUMBER:

17. Date effective is next business day after the employee's last day on the payroll in the position from which separating. In the case of an employee's death, the date effective is the date the employee died.

18. Is This a Complete Separation from City and County Service?

Answer YES if the employee is resigning the position and not immediately taking another position in the City and County service; if the employee is retiring from the City service; or if the employee died.

Answer NO when a permanent employee (PCS or PE) is resigning to accept another permanent (PCS or PE) position or when a temporary (TCS, TE, LT or NCS) employee is resigning to accept another temporary or permanent position. As stated above, a SEPARATION REPORT is not required when a NCS employee is transitioning to LT status.

19. If Not, Specify the Employee's New Department or, if applicable, the same department if the employee is appointed to a different position in the same department. This section is required only when NO is checked in Section 18.

20. Probationary Period. Indicate whether employee was serving or had completed the probationary period at the time of the separation. See CSC Rule 16 - Probationary Period for information on the requirements for completion of the probationary period.

21. Type of Probationary Period. Indicate whether the employee promoted to the position from another permanent position.

- a. Entrance - check if employee had no permanent service prior to beginning in the position from which separating.
- b. Promotive - check if the employee advanced to the position from another permanent position in the City service.

22. Address. The employee's last known address and telephone number. This information is required only when the employee is being discharged (termination, dismissal or automatic resignation), laid off or resigns.

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT (continued)

1	<input type="checkbox"/> REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY									
NEW POSITION	DEPT. REQUISITION NO.	CSC REQ NUMBER	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER	

2 <input type="checkbox"/> LEAVE/SUSPENSION OVER 5 DAYS _____ SICK LEAVE _____ SUSPENSION _____ MATERNITY LEAVE _____ OTHER - SPECIFY _____ _____ LEAVE TO ACCEPT A TEMPORARY APPOINTMENT _____ PERSONAL LEAVE _____ MILITARY (ATTACH COPY OF ORDERS)	APPROVED DURATION START DATE END DATE	3 <input type="checkbox"/> DISCHARGE _____ DISMISSAL/TERMINATION _____ AUTOMATIC RESIGNATION
--	---	--

4 <input type="checkbox"/> RESIGNATION _____ SATISFACTORY SERVICES _____ UNSATISFACTORY SERVICES _____ TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)	BY THE APPOINTEE: I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 13 & 33) SIGNATURE _____ DATE _____	5 <input type="checkbox"/> OTHER _____ REINSTATEMENT _____ TRANSFER _____ RETIREMENT _____ DEATH _____ EMPLOYEE HAS REACHED PERMISSIBLE LIMIT OF TEMPORARY EMPLOYMENT
--	--	--

6 <input type="checkbox"/> LAY-OFF _____ INVOLUNTARY LEAVE _____ INVOLUNTARY LAY-OFF _____ VOLUNTARY LAY-OFF _____ ELECTIVE INVOLUNTARY LEAVE	REASON _____ LACK OF WORK _____ LACK OF FUNDS _____ DISPLACED _____ RETRENCHMENT	NOTIFICATION _____ HAND DELIVERED _____ CERTIFIED MAIL	BY THE APPOINTEE: I ACKNOWLEDGE RECEIPT OF THE CIVIL SERVICE INFORMATION LEAFLET. SIGNATURE _____ DATE _____
---	--	---	--

Only one section of this part of the form may be completed. Instructions are as follows:

Box 1 - REASSIGNMENT

Check if a PCS or LT employee is being reassigned from the current position to another position in the same classification. If the employee being reassigned is NCS, do not use this box. Request a new Oral Authorization (OA) from the CSC Equal Employment Opportunity (EEO) Unit. This section is also used when an employee is being reassigned from a part-time to a full-time position in the same department. The information in this section pertains to the new position and may be obtained from the PERSONNEL REQUISITION.

Box 2 - LEAVE/SUSPENSION OVER 5 DAYS

Check if employee is taking an approved leave of absence or being suspended for over five (5) days (See Subject 17: Leaves of Absence, Section 3: Use of Forms).

Effective 09/06/91

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT Form (continued)

BOX 3 - DISCHARGE

Check when a permanent employee has been dismissed after a hearing conducted by a hearing officer; a probationary, exempt, temporary or provisional employee has been terminated; or when an automatic resignation is reported to the Civil Service Commission. (See Subject 14: Separations II - Disciplinary).

BOX 4 - RESIGNATION

Check when employee has voluntarily resigned, either to leave City service completely or to accept employment in another classification. If the appointing officer certifies that the resignation was with "Unsatisfactory Service, a NOTICE OF SEPARATION FROM EMPLOYMENT (CSC 1-13) must be completed and attached (see Subject 14: Separations II - Disciplinary).

The resigning employee must sign and date the SEPARATION REPORT. If the employee is unavailable for signature, the department must attach the employee's written statement of his/her resignation.

BOX 5 - OTHER

Check this box and indicate one type of separation as follows:

- A. A permanent employee is being reinstated in a former class.
- B. A permanent employee is transferring from a position in one class to a position in the same class in another department. Transfer includes: regular transfer; limited term transfer, disability transfer, transfer of function, transfer due to technological advances and transfer from part-time to full-time position in a different department.
- C. A permanent employee is resigning for service or disability.
- D. An employee dies.
- E. A temporary (TCS or TE) or provisional (LT or NCS) is being separated because the position and/or PERSONNEL REQUISITION has expired.

BOX 6 - LAYOFF

Check when an employee is laid off or placed on involuntary leave (See Subject 15: Separations III - Layoff, Section 2: Procedures for Implementing Layoff) for instructions on completing this part of the SEPARATION REPORT.

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT (continued)

APPOINTING OFFICER SIGNATURE	TELEPHONE NUMBER	CIVIL SERVICE USE RQ LOG _____ POSTED _____ HOLDOVER CANVASSED _____
DEPARTMENT	NAME/TITLE	

47 (REV. 3/89) CIVIL SERVICE 3000-06

In this section of the form the appointing officer or designee signs the SEPARATION REPORT, indicates his/her department, telephone number, name and title.

ATTACHMENTS TO THE SEPARATION REPORT

1. Reassignment None
2. Leave/Suspension Over 5 Days
 - Suspension The NOTICE OF SUSPENSION (CSC 7-26) signed by the appointing officer not a designee).
 - Leave of Absence See Subject 17: Leaves of Absence, Section 3: Use of Forms.
3. Discharge
 - Dismissal Both a copy of the NOTICE OF SEPARATION FROM EMPLOYMENT (CSC 1-13) and a copy of the notification to the employee of the hearing officer's decision.
 - Termination A copy of the NOTICE OF SEPARATION FROM EMPLOYMENT (CSC 1-13) and any relevant documents supporting the termination.
 - Automatic Resignation A copy of the NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT (CSC 1-48).
4. Resignation
 - Satisfactory Service Signed letter of resignation if employee is unavailable to sign the SEPARATION REPORT.
 - Unsatisfactory Service A copy of the NOTICE OF SEPARATION FROM EMPLOYMENT (CSC 1-13) and any relevant supporting documents.
 - To Accept Another Position None.

Subject 13: Employee Separations I
Non-Disciplinary Separations

Section 2: SEPARATION REPORT Form (continued)

- | | |
|-----------|-------|
| 5. Other | None. |
| 6. Layoff | None. |

DISTRIBUTION OF THE SEPARATION REPORT

The completed SEPARATION REPORT is forwarded as follows:

<u>COPY</u>	<u>COLOR</u>	<u>DEPARTMENT</u>
A	Green	Civil Service, Room 153 City Hall
B	Blue	Civil Service, Room 52D City Hall
C	Yellow	Department
D	White	Employee
E	Goldenrod	Health Service System
F	Pink	Retirement System
G	White	Gates McDonald

NOTE

In the case of REASSIGNMENT, only copies A, B and C must be distributed.

TERMINATION CODES AND MESSAGES

Lack of Work

- 01 - Lack of Work
- 02 - Reduction in Hours
- 03 - Temporary Layoff
- 04 - End of Temporary Layoff
- 05 - Location Closed

Voluntary Resignations

- 10 - Reason Unknown
- 11 - Personal Reasons
- 12 - Medical Reasons
- 13 - No Return from Leave of Absence
- 14 - Walked off the Job
- 15 - Accepted Other Employment
- 16 - School Obligations
- 17 - Job Dissatisfaction
- 18 - No-Call, No-Show
- 19 - In Anticipation of Discharge or Layoff
- 20 - Other Reasons

Leaves of Absence

- 21 - Voluntary; Reasons Unknown
- 22 - Voluntary; Personal Reasons
- 23 - Voluntary; Medical Reasons
- 24 - Involuntary; Employer-Initiated

Vacations

- 25 - Vacation; Payments Unknown
- 26 - Voluntary Vacation; With Pay
- 27 - Voluntary Vacation; Without Pay
- 28 - Vacation; Plant Shutdown with Pay
- 29 - Vacation; Plant Shutdown without Pay

Discharges

- 30 - Reason Unknown
- 31 - Absenteeism
- 32 - Medical Reasons
- 33 - Tardiness
- 34 - Gross Misconduct
- 35 - Violation of Rules or Union Agreement
- 36 - Insubordination
- 37 - Inability to Perform Job
- 38 - Reported to Work in Improper Condition
- 39 - Terminated by Mutual Agreement
- 40 - No Misconduct Involved
- 41 - Other Reasons

Retirements

- 50 - Reason Unknown
- 51 - Voluntary; Pension Unknown
- 52 - Voluntary; With Pension
- 53 - Voluntary; Without Pension
- 54 - Involuntary; Pension Unknown
- 55 - Involuntary; With Pension
- 56 - Involuntary; Without Pension

Labor Disputes

- 60 - Status Unknown
- 61 - Member of Striking Union
- 62 - Refusal to Cross Picket Lines
- 63 - Company Lockout
- 64 - Strike of Other Location

Miscellaneous

- 70 - Refused Work Offer
- 71 - Disciplinary Suspension
- 72 - School Employee with Reasonable Assurance of Returning to Work
- 73 - School Employee without Reasonable Assurance of Returning to Work

Subject 13: Separations I

Section 3: Unemployment Compensation Claims

PURPOSE

To provide information concerning claims for unemployment compensation.

RESOURCES

Gates McDonald - General Information,
3455 Mill Run Drive Claims Reporting and Appeals
Hilliard, Ohio 43026-90079
1(800)848-0317 (Before 4:30 P.M. California time)
1(800)628-9829 - Separations Reporting Line

Gates McDonald - Notices of Hearing
Hookston Square
3478 Buskirk Avenue, Suite 276
Pleasant Hill, CA 94523
(415)945-0683

GENERAL INFORMATION

The City has contracted with Gates McDonald to handle all unemployment compensation claims. This firm must be notified when an employee separates. Notification can be made in either of two ways:

1. By Mail: Forward Copy G (White) of the SEPARATION REPORT, labeled Gates McDonald, to the Columbus, Ohio address, OR
2. By Telephone: On the employee's last day of work or as soon as possible thereafter, using a touchtone telephone and the City and County of San Francisco Employee Separations Reporting Line (1-800-628-9829), have the following information ready:
 - Parent Identification Number 01945
 - Password 0236
 - The separated employee's Social Security Number
 - The separated employee's last day of work (month, day, year)
 - The termination code which best describes the reason for separation (see facing page)

The rules of eligibility for unemployment compensation are too complex to be included here. Nevertheless, many claims may be appealed. Timeliness is critical, and the cooperation of personnel and payroll staff is essential.

Subject 13: Separations I

Section 3: Unemployment Compensation Claims (cont.)

CLAIM FORM

- The unemployment compensation claim form (see facing page) filed by the former employee requests the "name and address of your very last employer." In practice this means that a form can go to the former employee's last work site, the departmental personnel office or other places, therefore, depending on the information provided by the employee on the form.
- It is recommended that each department develop an internal procedure for forwarding all claims to a specified departmental location.
- When a claim is received:
 1. Look for the "mailing date" at item Q "(date)" which is located at the bottom of the upper third of the form. Count ten (10) calendar days from that date to determine the deadline for contesting the claim. (See reverse side for copy of form)
 2. If the date/deadline is five or more days away, mail the form to Gates, McDonald in Columbus, Ohio (see: Resources, above). OR
 3. If the date/deadline is less than five days away, telephone Gates, McDonald in Columbus, Ohio using the toll free number - 1(800)848-0317.
 - Tell the person who answers that you want to speak to the California Claims Examiner. Be prepared with the employee's social security number, last day worked and reason for separation.
 - If the claim form requests information regarding the earnings of the former employee, have that information available.
 4. Any inquiries from the State of California Employment Development Department should be referred to Gates McDonald's toll-free number - 1(800)848-0317.

UNEMPLOYMENT HEARING NOTICES

- As Unemployment Hearing Notices may be sent to various work sites within the department, a departmental procedure for forwarding them to a central departmental location is recommended.
- When an unemployment hearing notice is received:
 1. Immediately contact Gates, McDonald at the Pleasant Hill telephone number to insure adequate preparation time.



Subject 13: Separations I

Section 3: Unemployment Compensation Claims (cont.)

2. Follow the directions given by the Gates McDonald representative. This will generally involve providing documentation and/or the appearance of a departmental representative at the hearing.

A representative from Gates McDonald will appear at the unemployment hearing.

Subject 13: Employee Separations I

Mandated: Charter Section
3.661,
CSC Rule 32

Section 7: Lay-Off (continued)

- Complete the address block whether or not there is a complete separation. This information will be use in preparing the Holdover Roster (see below).
- 2. In block 6, mark the box preceeding "Lay-Off" and the line preceding "involuntary leave."
- 3. Complete the signature block.
- 4. Route all copies as directed in Section 2 above.

Holdover Roster

A HOLDOVER ROSTER is a register of employees who have been laid off or placed on involuntary leave listed in order of total seniority in the class from which laid-off. Permanent and probationary employees are placed on a PERMANENT HOLDOVER ROSTER; temporary employees who are laid off are returned to the eligible list from which certified or, if that list has expired, placed on a TEMPORARY HOLDOVER ROSTER.

- A HOLDOVER ROSTER is established when a SEPARATION REPORT indicating involuntary leave, involuntary lay-off, or voluntary lay-off of a permanent (PCS) or temporary (TCS) appointee is received by the Civil Service Commission Certification Unit.
- When there is a HOLDOVER ROSTER for a class, individuals from that ROSTER will be certified, under the Rule of One, before other eligibles. (CSC Rule 32.10)

LAY-OFFDefinition and Use

LAY-OFF is a method of separating an employee when it is necessary to reduce the workforce of a City department. Employees in lay-off status withdraw Retirement System contributions and are not covered by the Health Service System.

- Lay-off applies to all employees who are laid off except permanent or probationary employees who may opt for involuntary leave (see INVOLUNTARY LEAVE above) or voluntary lay-off.
- Lay-off is used when an employee must be separated due to lack of work, lack of funds or displacement.



Subject 13: Employee Separations I

Mandated: Charter Section
3.661
CSC Rule 32Section 7: Lay-Off (continued)Process

1. Complete a SEPARATION REPORT. See above, Process: INVOLUNTARY LEAVE and follow those directions, except that in block 6 "Lay-Off", mark the line preceding "involuntary lay-off."
2. The completion of the SEPARATION REPORT will automatically trigger the preparation of a holdover roster(s) by the CSC Certification Unit for the class in which lay-offs occur.

VOLUNTARY LAY-OFFDefinition and Use

VOLUNTARY LAY-OFF is a status elected by an employee in a class in which lay-offs have occurred; that is, the employee has volunteered to be laid-off regardless of that employee's seniority. The employee is no longer a member of the Retirement or Health Service Systems. The employee may be eligible for unemployment benefits.

- Voluntary lay-off status may be elected by an employee in any status, except that provisional employees (NCS and LT) have no reemployment rights. Permanent, probationary and temporary (TCS) employees are placed on HOLDOVER ROSTERS. The choice of voluntary lay-off does not affect the employee's status on the HOLDOVER ROSTER, which is based on seniority in the affected class.
- In a lay-off situation, all employees in the affected class should be canvassed to determine whether any employee(s) will opt for voluntary lay-off.

Process

1. Complete a SEPARATION REPORT. See above, Process: INVOLUNTARY LEAVE and follow those directions, except that in block 6 "Lay-off", mark the line preceding "voluntary lay-off."
2. The completion of the SEPARATION REPORT will trigger the preparation of a holdover roster(s) for the class in which lay-offs occur.

Subject 13: Separations I

Information

Section 8: Unemployment Compensation Claims

Purpose: To provide information concerning claims for unemployment compensation.

Resources: Gates McDonald - General Information,
One Nationwide Plaza Claims Reporting and Appeals
P.O. Box 1944
Columbus, Ohio 43216
(800)848-0317 (Before 4:30 P.M. California time)

Gates McDonald - Notices of Hearing
Hookston Square
3478 Buskirk Avenue, Suite 276
Pleasant Hill, CA 94523
(415)945-0683

General Information

- The City has contracted with Gates, McDonald to handle all unemployment compensation claims. Copy G (white) of the SEPARATION REPORT is labeled Gates, McDonald and must be forwarded at the time of separation to the Columbus, Ohio address for all actions which result in separation from City employment.
- The rules of eligibility for unemployment compensation are too complex to be included here. Nevertheless, many claims may be appealed. Timeliness is critical, and the cooperation of personnel and payroll staff is essential.

Claim Form

- The unemployment compensation claim form filed by the former employee requests the "name and address of your very last employer." In practice this means that a form can go to the former employee's last work site, the departmental personnel office or other places, therefore, depending on the information provided by the employee on the form.
- It is recommended that each department develop an internal procedure for forwarding all claims to a specified departmental location.
- When a claim is received:
 1. Look for the "mailing date" at item Q "(date)" which is located at the bottom of the upper third of the form. Count ten (10) calendar days from that date to determine the deadline for contesting the claim. (See reverse side for copy of form)
 2. If the date/deadline is five or more days away, mail the form to Gates, McDonald in Columbus, Ohio (see: Resources, above). OR
 3. If the date/deadline is less than five days away, telephone Gates, McDonald in Columbus, Ohio using the toll free number (see: Resources, above).

1 SOCIAL SECURITY ACCOUNT NUMBER _____		2 PRINT YOUR FIRST NAME INITIAL LAST NAME _____		A <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
3 PRINT ADDRESS AT WHICH YOU RECEIVE YOUR MAIL _____ _____ _____			CITY _____	ZIP CODE _____
4 ENTER A CHECK MARK IN THE APPROPRIATE BLOCK TO INDICATE WHY YOU ARE NO LONGER WORKING ON YOUR <u>LAST</u> JOB <input type="checkbox"/> Laid off due to lack of work (This includes temporary layoffs) <input type="checkbox"/> Discharged (fired) <input type="checkbox"/> Voluntary quit <input type="checkbox"/> Strike or lockout <input type="checkbox"/> Other _____				5 LAST DATE YOU WORKED IN THAT JOB ____/____/____
6 EXPLAIN IN YOUR OWN WORDS THE REASON FOR LEAVING THAT JOB _____ _____ _____				A EFF DATE OF CLAIM ____/____/____
9 NAME AND MAILING ADDRESS OF YOUR VERY <u>LAST</u> EMPLOYER _____ _____ _____ STREET OR BOX NO _____ CITY AND STATE _____ ZIP CODE _____		10 YOUR PHONE NUMBER ____-____-____ () _____ 11 PRINT OTHER LAST NAMES AND SSA NOS YOU HAVE USED IN LAST TWO YEARS _____ _____ _____ FOR DEPARTMENT USE ONLY <input type="checkbox"/> CORRECTED NOTICE		B OFFICE NO _____ C <input type="checkbox"/> NEW <input type="checkbox"/> AC D <input type="checkbox"/> UI E <input type="checkbox"/> UCFF F <input type="checkbox"/> UCX G <input type="checkbox"/> WORK SHARING
Q. EMPLOYER - IMPORTANT NOTICE THIS IS AN UNEMPLOYMENT INSURANCE CLAIM. FORWARD IT IMMEDIATELY TO THOSE PERSONS WITHIN YOUR ORGANIZATION WHO ARE RESPONSIBLE FOR HANDLING CLAIMS. TIME LIMIT FOR REPLYING IS 10 DAYS FROM _____ (DATE) DE 1101C Rev. 7-11 B6-18 CLAIM STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT				

UNEMPLOYMENT INSURANCE CLAIM FORM — EXPLANATION AND INSTRUCTIONS FOR EMPLOYERS

You have received this form because the individual shown above has filed a claim for unemployment insurance benefits and has listed you as his/her most recent employer prior to filing this claim.

For detailed information on employer responsibilities in the unemployment insurance program, our DE 4525, Employer's Guide, is available on request.

I. REPORTING FACTS

The law requires an employer to submit any facts in his/her possession which may affect a claimant's eligibility for benefits. Furnish information if this claimant

- Voluntarily quit.
- Was discharged or fired for reasons other than lack of work.
- Left work because of a trade dispute.
- Is receiving a pension based on his/her prior work.
- Is working on a full-time basis, or has earnings payable over \$25.99, covering any time on or after the effective date of this claim.
- Is not able to work, available for, or seeking work.
- Has refused employment.
- Is not legally entitled to work in the U.S.
- Performed services as a sports or athletic participant and has reasonable assurance of performing such services in the next season.

• Made false statements or withheld material information in filing for benefits.

• NOTE:

If you are a school employer, also furnish information if the claimant has a contract for or reasonable assurance of returning to work.

II. TIME LIMITS FOR REPLYING

Submit facts in writing to the field office shown on the reverse of this form within **10 days** of the date shown in Item Q. You may reply on this form in the space provided below, on additional sheets as needed, or by separate letter. Always include the claimant's Social Security Number as it appears in your payroll records, and your California Employer Account Number. **No reply is required if the claimant was laid off due to lack of work and no other eligibility issue is identified.**

If you submit facts in a timely manner, a determination will be issued concerning the claimant's eligibility. In addition, if facts are submitted regarding a quit or discharge, a ruling will be issued advising an employer with a **reserve account** as to whether his/her account will be subject to charges resulting from benefits paid. To obtain a ruling on any **prior** quit or discharge involving this claimant, you must furnish facts within 10 days of the date shown in Item Q above.

EXCEPTION: You will **NOT** receive a determination and/or ruling in response to your submission of eligibility information if the claimant does not certify for a compensable week in the benefit year of this claim. There can be no charges to your account if no benefits are claimed. The determination and/or ruling is deferred until such time as benefits are claimed. If you receive notice (DE 1101 or DE 1545) that a later benefit year has been established, you must resubmit any facts you now furnish to be entitled to a determination and/or ruling based on such facts.

III. REPORTING ELIGIBILITY INFORMATION: (Do not return this form unless Items A or B and C, below are completed)

A. FACTS:

Claimant Social Security Number _____ Date last worked was _____
(From Your Payroll Records)

B. OTHER COMPENSATION:

Complete the following if you paid or will pay any compensation, aside from regular salary, covering any time on or after the effective date of this claim. No entry is required if the claimant has been separated from your employ for any indefinite period and has or will receive only vacation pay

Amount \$ _____ Type of Payment _____ for period from _____ through _____

C. EMPLOYER CERTIFICATION: THE ABOVE STATEMENTS WERE TAKEN FROM BUSINESS RECORDS OR ARE BASED ON KNOWLEDGE OF THE UNDERSIGNED.

PRINT name of person to contact for further information _____

EMPLOYER _____ TEL NO () _____ E+1 _____

CALIFORNIA _____ DATE _____

ACCOUNT NO _____ SIGNED BY _____

ADDITIONAL INFORMATION ON EMPLOYER RESPONSIBILITIES IS SHOWN ON THE REVERSE

Subject 13: Separations I

Information

Section 8: Unemployment Compensation Claims (cont.)

- Tell the person who answers that you want to speak to the California Claims Examiner. Be prepared with the employee's social security number, last day worked and reason for separation.
 - If the claim form requests information regarding the earnings of the former employee, have that information available.
4. Any inquiries from the State of California Employment Development Department should be referred to Gates McDonald's toll-free number.

Unemployment Hearing Notices

- As Unemployment Hearing Notices may be sent to various work sites within the department, a departmental procedure for forwarding them to a central departmental location is recommended.
- When an unemployment hearing notice is received:
 1. Immediately contact Gates, McDonald at the Pleasant Hill telephone number to insure adequate preparation time.
 2. Follow the directions given by the Gates, McDonald representative. This will generally involve providing documentation and/or the appearance of a departmental representative at the hearing.

A representative from Gates, McDonald will appear at the Unemployment Hearing.





Subject 14: Separations II - Disciplinary

Information

Section 1: General Information

PURPOSE: To define and to outline the major types of "disciplinary separations."

DEFINITION

Disciplinary separation is action taken by an appointing officer to remove an appointee from employment for reasons other than layoff. It is distinguished from other types of separations by the fact that the appointing officer, not the appointee, initiates the separation or, in the case of Resignation - Services Unsatisfactory, the employee initiates the separation and the appointing officer requests Civil Service Commission review.

The process by which the separation occurs is determined both by the reason for the separation and the civil service status of the employee being separated.

The major types of disciplinary separations are

AUTOMATIC RESIGNATION

The removal of an employee which is initiated by an appointing officer when an employee has been absent without authorization (AWOL) for over five (5) continuous working days. Automatic resignation should be used to separate permanent employees who have completed the probationary period who are Absent With Out Leave. Employees in other statuses who are Absent Without Leave should be separated by "termination" (CSC Rule 25, Section 25.02).

DISMISSAL

The removal of a permanent employee who has completed the probationary period. The decision to dismiss a permanent employee must be made by a hearing officer following a hearing on charges for dismissal (Charter Section 8.341, CSC Rule 6, Section 6.06).

RESIGNATION-SERVICES UNSATISFACTORY

An action taken by an appointing officer after an employee has voluntarily resigned. A resignation certified as "services unsatisfactory" is forwarded to the Civil Service Commission for review of the resignee's employment record and for determination of his/her future employability with the City and County of San Francisco (CSC Rule 33, Section 33.06).

TERMINATION

The removal of a probationary, temporary civil service (from an eligible list) or provisional employee (limited tenure or non-civil service) (Charter Sections 3.501, 8.331, 8.332, and 8.340; CSC Rule 6, Sections 6.02, 6.03, 6.04, 6.05; Rule 12, Section 12.04; Rule 16).



Subject 14: Separations II - Disciplinary

Information

Section 1: General Information (continued)NOTE

The remaining sections of this subject - DISCIPLINARY SEPARATIONS - covering dismissal, termination and resignation - services unsatisfactory will be issued at a later date.

Pending completion of those sections the General Manager, Personnel, in consultation with the City Attorney, has issued guidelines for departments in initiating TERMINATIONS of probationary, temporary civil service (from an eligible list) and provisional (limited tenure and non-civil service) appointees.

POLICY ON TERMINATIONSBASIC DUE PROCESS REQUIREMENT

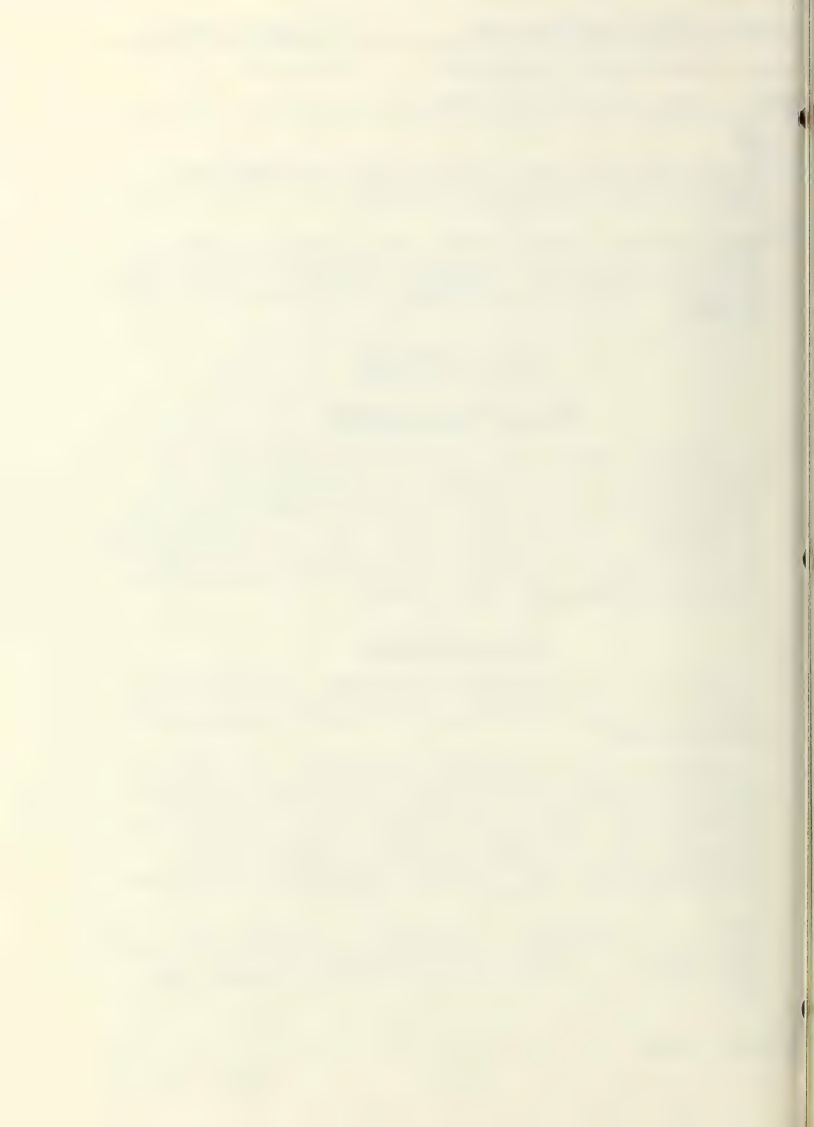
No probationary, temporary civil service (from an eligible list) or provisional (limited tenure or non-civil service) appointee shall be terminated before (1) being confronted with the reasons for the termination and (2) being offered an opportunity to rebut the reason(s) for such action in an informal hearing or conference. Appointing officers may delegate the informal hearing process to subordinate administrators or personnel officials as long as the appointing officer makes the final disciplinary decision. Employees have the right to representation at the informal hearing/conference if they so request.

NOTIFICATION PROCEDURE

As a result of the hearing process described above, if the determination is made to terminate, notification of termination shall (1) be in writing, (2) specify the reason(s) for the termination, and (3) be signed by the appointing officer.

In the case of temporary civil service, limited tenure, or probationary appointees, the written notice shall be on the prescribed form (NOTICE OF SEPARATION FROM EMPLOYMENT - CSC 1-13) and shall be either personally delivered or sent by certified mail to the individual at the last known address. One copy of the NOTICE OF SEPARATION, complete with all attachments, together with the Civil Service Commission copy of the SEPARATION REPORT (CSC 1-67) must be sent to the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall.

Non-civil service appointees are to be notified in writing by letter. The delivery process is the same as for temporary, probationary and limited tenure appointees. One copy of the letter shall be sent to the Civil Service Commission with the Civil Service copy of the SEPARATION REPORT (CSC 1-67).



Subject 14: Separations II - Disciplinary

Information

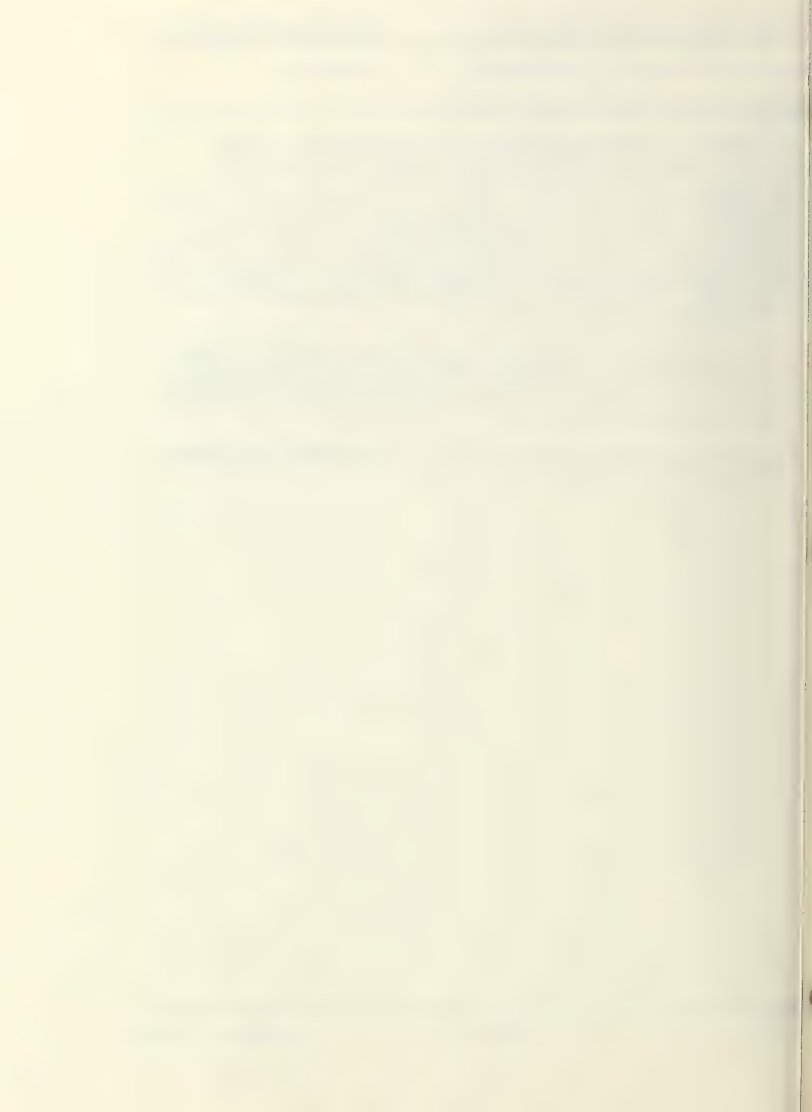
Section 1: General Information (continued)

APPROVAL BY BOARD/COMMISSION OR CHIEF ADMINISTRATIVE OFFICER

As provided in Charter Section 3.501, the termination of non-civil service and temporary appointees must be approved by the Board or Commission in charge of the department or by the Chief Administrative Officer for departments under the jurisdiction of that office. The Appointing Officer may effect the termination and forward it for approval as required. The Civil Service Commission must be promptly notified if a termination is disapproved. Such approval is not required for those agencies under an elected official or for the Controller.

The termination of a limited tenure or probationary appointee does not require the approval of the Board, Commission or Chief Administrative Officer, but is submitted to the Civil Service Commission as provided in Charter Section 8.331 for limited tenure appointees and Charter Section 8.340 for probationary appointees.

Following this section is a description of the form NOTICE OF SEPARATION FROM EMPLOYMENT and instructions for its use.



Subject 14: Separations II - DisciplinarySection 2: Automatic Resignation

PURPOSE

To define and to outline the policy regarding the automatic resignation of a permanent employee due to abandonment of position and to describe the form used to report an automatic resignation.

AUTHORITY

- Charter Section 3.661 - General Powers and Duties.
- Charter Section 8.341 - Dismissal for Cause.
- Civil Service Commission Rule 25 - Absence from Duty Without Leave, Section 25.02 - When Over Five Days - Automatic Resignation.

DEFINITIONSABANDONMENT OF POSITION

Absence from duty without proper authorization (AWOL) for a period in excess of five (5) continuous working days.

AUTOMATIC RESIGNATION

The removal by the appointing officer of a permanent (PCS) employee who has completed the probationary period and who has been AWOL for over five (5) continuous working days.

Probationary, temporary civil service (TCS) and provisional (limited tenure and non-civil service) employees who are AWOL are not to be separated by automatic resignation; but, rather, are to be terminated under the pertinent provisions of one of the following:

- Charter Section 3.501 - Department Heads.
- Charter Section 8.331 - Limited Tenure Appointments.
- Charter Section 8.340 - Dismissal During Probation Period.
- Civil Service Commission Rule 6 - Separation Hearing and Procedures.

SAMPLE NOTICE OF THE INTENT TO SEPARATE THE EMPLOYEE DUE TO
ABANDONMENT OF POSITION

DATE:

VIA CERTIFIED MAIL

NAME OF EMPLOYEE
ADDRESS

Dear Mr./Ms.:

On _____ you were granted an approved leave of absence for the period _____ to _____ for (type of leave). You have not returned to work on the last day of your approved leave and, consequently, your absence has been recorded as "absent without authorized leave" (AWOL) since _____. In accordance with Civil Service Commission Rule 25 - Absence From Duty Without Leave, "absence from duty without proper authorization in excess of five (5) continuous working days shall constitute abandonment of the position and shall be reported to the Civil Service Commission and recorded as an automatic resignation."

This is to advise you of the appointing officer's intent to file with the Civil Service Commission an automatic resignation based on abandonment of position separating you from City and County Service. You have five (5) business days from the postmarked or mailing date of this letter to respond in writing to demonstrate why the department should not proceed to file the automatic resignation.

If you have any questions, please call _____ at _____.

Very truly yours,

Appointing Officer

Subject 14: Separations II - Disciplinary

Section 2: Automatic ResignationPROCEDURAL DUE PROCESS BEFORE THE NOTICE OF AUTOMATIC RESIGNATION IS FILED

Based on a 1991 California Supreme Court decision (Coleman vs. Department of General Services), prior to processing an automatic resignation due to abandonment of position, the appointing officer must notify the employee in writing, via certified mail sent to the employee's last known address of the intent to separate the employee by automatic resignation. The notification must include all details pertinent to the abandonment of position and must provide the employee with an opportunity to respond within a designated time period, usually five (5) business days from the postmarked date of such notice of intent.

If the employee either fails to respond within the time limit prescribed in the notice of intent, or fails to justify the absence from duty to the appointing officer, the NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT may be filed by sending it via certified mail to the employee. A copy must be sent to the Civil Service Commission, Assistant Secretary's Office, Room 153 City Hall.

See facing page for a sample letter of intent to separate an employee due to abandonment of position.

FORM: NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT (CSC 1-48)

The NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT is the form which must be used by the department for notifying the employee and the Civil Service Commission of a permanent employee's automatic resignation due to abandonment of position. A copy of the form is on the reverse side of this page. The text of Civil Service Commission Rule 25 - Absence from Duty Without Leave, is printed on the reverse side of the form.

A supply of the NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT may be picked up in Room 52C City Hall between the hours of 8:00 a.m. to 12 Noon and 1:00 p.m. to 5:00 p.m., Monday through Friday.



City and County of San Francisco

Notice of Automatic Resignation From Employment

Via Certified Mail

(Name of Employee)

(Mailing Date)

(Address)

(Department)

(City/State/Zip Code)

(Section/Unit)

In accordance with the provisions of Civil Service Commission Rule 25 - Absence From Duty Without Leave, an automatic resignation is being reported to the Civil Service Commission separating you from your position in Class _____ Title _____.

This action is taken on the basis of abandonment of your position because of unauthorized absence from duty for more than five (5) continuous working days. Our records indicate that your unauthorized absence began on _____.

A Notice of Intent to file this automatic resignation with the Civil Service Commission was sent to you on _____. A copy of the Notice of Intent is attached.

You may appeal this action to the Civil Service Commission within fifteen (15) calendar days of the mailing of this notice (the 15 days includes the mailing date). The appeal must be in writing and submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102 by _____.

Appeals submitted after fifteen (15) calendar days will not be reviewed unless evidence can be submitted that you were incapable of communicating with me or my authorized representative. In addition, such evidence must be presented in writing to the Civil Service Commission within thirty (30) calendar days of the time that you were able to communicate.

Failure to appeal to the Civil Service Commission within fifteen (15) calendar days of the effective date of the automatic resignation will result in the cancellation of all current examination and eligibility status. Future applications must be reviewed and approved by the General Manager, Personnel, after you have satisfactorily completed one year's work experience outside the City and County service. In addition, you will be barred from any future employment with this department.

Signature of Appointing Officer

Name

Title

Department

Attachment: Notice of Intent
cc: Assistant Secretary, CSC, Room 153 City Hall
Employee Personnel File

Subject 14: Separations II - Disciplinary

Section 2: Automatic Resignation

INSTRUCTIONS FOR COMPLETION OF THE NOTICE OF AUTOMATIC RESIGNATION
FROM EMPLOYMENT

City and County of San Francisco

Notice of Automatic Resignation From Employment

Via Certified Mail

(Name of Employee)

(Mailing Date)

(Address)

(Department)

(City/State/Zip Code)

(Section/Unit)

1. Employee's full name as it appears on official employment records and the employee's last known address recorded in the department.
2. Mailing date is the date the NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT will be mailed by certified mail to the employee's last known address. This date is not necessarily the date the notice is typed.
3. Department is the agency under the jurisdiction of the appointing officer who is signing the notice.
4. Section/Unit is the division or unit within the department from which the employee is being separated. This section is generally applicable in large departments.

V
S
A
Y
A
tr
Y
o
w
H
A
br
tr
w
Fa
ef
to
M
ou
me
s
6
7
8
m

Subject 14: Separations II - Disciplinary

Section 2: Automatic Resignation

In accordance with the provisions of Civil Service Commission Rule 25 - Absence From Duty Without Leave, an automatic resignation is being reported to the Civil Service Commission separating you from your position in Class (5) Title _____.

This action is taken on the basis of abandonment of your position because of unauthorized absence from duty for more than five (5) continuous working days. Our records indicate that your unauthorized absence began on (6).

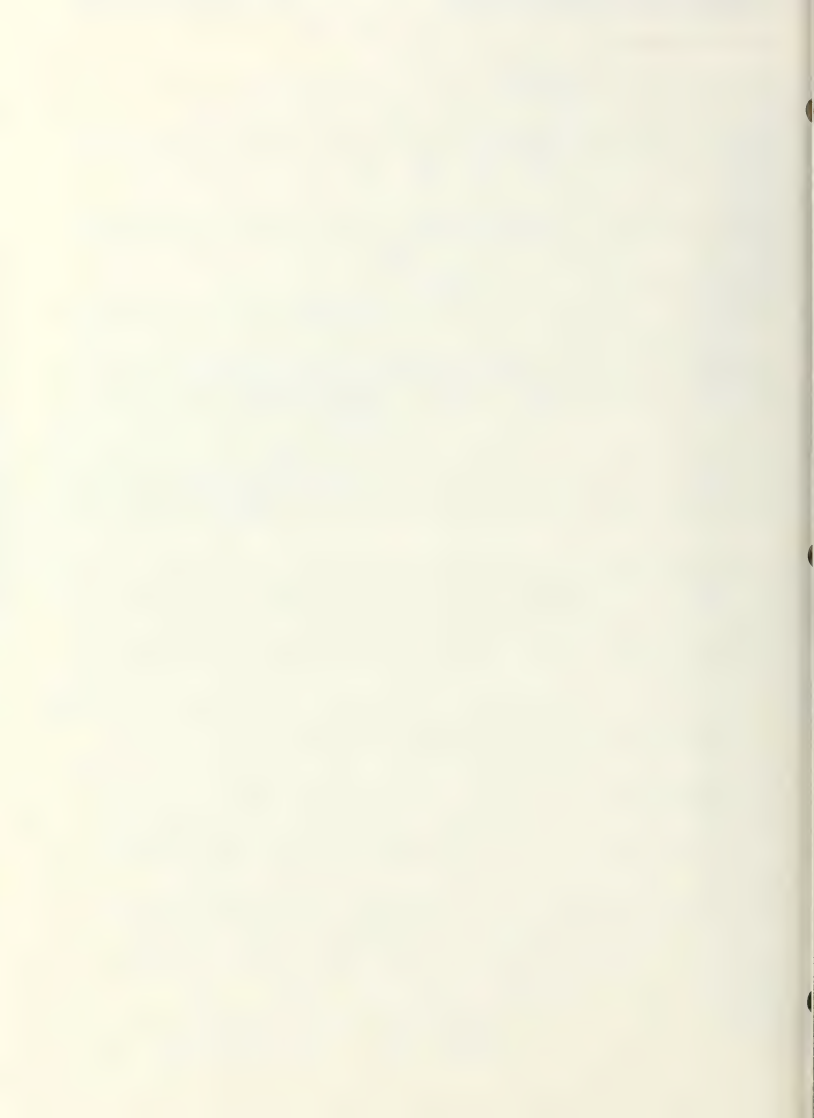
A Notice of Intent to file this automatic resignation with the Civil Service Commission was sent to you on (7). A copy of the Notice of Intent is attached.

You may appeal this action to the Civil Service Commission within fifteen (15) calendar days of the mailing of this notice (the 15 days includes the mailing date). The appeal must be in writing and submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102 by (8).

Appeals submitted after fifteen (15) calendar days will not be reviewed unless evidence can be submitted that you were incapable of communicating with me or my authorized representative. In addition, such evidence must be presented in writing to the Civil Service Commission within thirty (30) calendar days of the time that you were able to communicate.

Failure to appeal to the Civil Service Commission within fifteen (15) calendar days of the effective date of the automatic resignation will result in the cancellation of all current examination and eligibility status. Future applications must be reviewed and approved by the General Manager, Personnel, after you have satisfactorily completed one year's work experience outside the City and County service. In addition, you will be barred from any future employment with this department.

5. Enter the employees official class number and exact title as they appear in the Annual Salary Ordinance.
6. Enter the first date employee was absent from work without authorization.
7. Enter the date that the Notice of Intent to Separate the Employee Due to Abandonment of Position was mailed to the employee (See page 14.5).
8. Enter the last day that the employee may appeal the automatic resignation to the Civil Service Commission. The date entered must be fifteen (15) calendar days from the mailing date of the notice; that is, fifteen (15) calendar days from the date in the upper right corner of the form (See Number 4 above). The fifteen (15) day period includes the day the form is mailed.



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

Purpose: To provide instructions for the completion of the NOTICE OF SEPARATION FROM EMPLOYMENT form.

Description of the NOTICE OF SEPARATION FROM EMPLOYMENT form

This is a single page, buff colored form, the front of which is to be completed by the department. The reverse of the form contains information for the employee following separation.

A supply of this form (CSC 1-13) may be obtained from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

A copy of the form follows this page.

Following the description of the form is a table titled "Separations/Departmental Recommendations" which summarizes the information in this section.

CITY AND COUNTY OF SAN FRANCISCO
NOTICE OF SEPARATION FROM EMPLOYMENT

<u>NAME</u>	<u>DATE OF MAILING</u>
<u>ADDRESS</u>	<u>DEPARTMENT/DIVISION</u>
<u>CITY/STATE</u> <u>ZIP CODE</u>	<u>CIVIL SERVICE STATUS</u>
	<u>TYPE OF SEPARATION</u>

This notice is to inform you that you are separated from your employment in Class _____ Title _____ effective _____ for the following reasons (attach additional pages if necessary):

You may request a hearing with the Civil Service Commission within TWENTY (20) calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be in writing and submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102 by _____. Requests received after this date will not be considered.

The items checked below indicate this department's recommendation to the Civil Service Commission. This recommendation will be the final action taken by the Commission if you do not request a hearing within the time limits:

- ☐ Approve the separation.
- ☐ Accept the resignation as certified.
- ☐ Dismiss from the City and County Service.
- ☐ Cancel any current examination and eligibility status.
- ☐ Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- ☐ No future employment with this department.
- ☐ Return name to the eligible list from which appointed to this position.
- ☐ Reinstatement to a position in the class from which promoted.
Class Number _____ Title _____
- ☐ Other (specify): _____

SEE REVERSE SIDE

MUST BE COMPLETED BY THE DEPARTMENT:

Rank: _____ List Number: _____

Birthdate: _____

METHOD OF SERVICE:

Cert. Mail: _____ Hand Del.: _____

AUTHORIZED SIGNATURE

NAME

TITLE

cc: Assistant Secretary, Civil Service Commission, Room 153 City Hall

CSC 1-13 (Revised 11/87)

CITY AND COUNTY OF SAN FRANCISCO
NOTICE OF SEPARATION FROM EMPLOYMENT

NAME _____
ADDRESS _____
CITY/STATE _____ ZIP CODE _____

DATE OF MAILING _____
DEPARTMENT/DIVISION _____
CIVIL SERVICE STATUS _____
TYPE OF SEPARATION _____

This notice is to inform you that you are separated from your employment in
Class _____ Title _____
effective _____ for the following reasons (attach additional
pages if necessary):

You may request a hearing with the Civil Service Commission within TWENTY (20)
calendar days of the mailing date of this notice or from the date of separation,
whichever is later. The request must be in writing and submitted to the Assistant
Secretary, Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102
by _____. Requests received after this date will not be considered.

The items checked below indicate this department's recommendation to the Civil
Service Commission. This recommendation will be the final action taken by the
Commission if you do not request a hearing within the time limits:

- ☐ Approve the separation.
- ☐ Accept the resignation as certified.
- ☐ Dismiss from the City and County Service.
- ☐ Cancel any current examination and eligibility status.
- ☐ Future employment subject to the review and approval of the General Manager,
Personnel after satisfactory completion of one year's work experience outside
the City and County service.
- ☐ No future employment with this department.
- ☐ Return name to the eligible list from which appointed to this position.
- ☐ Reinstatement to a position in the class from which promoted.
Class Number _____ Title _____
- ☐ Other (specify): _____

SEE REVERSE SIDE

MUST BE COMPLETED BY THE DEPARTMENT:

Rank: _____ List Number: _____
Birthdate: _____
METHOD OF SERVICE:
Cert. Mail: _____ Hand Del.: _____

AUTHORIZED SIGNATURE _____

NAME _____

TITLE _____

cc: Assistant Secretary, Civil Service Commission, Room 153 City Hall
CSC 1-13 (Revised 11/87)

INFORMATION FOR EMPLOYEE FOLLOWING SEPARATION

1. This Notice of Separation detailing the specific reason(s) for the separation serves as official notice to the employee and the Civil Service Commission of the separation.
2. The employee has the right to a hearing before the Civil Service Commission if a written request for hearing from the employee or representative is received in the Civil Service Commission Office, Room 153 City Hall, San Francisco, California 94102 within twenty (20) calendar days from the mailing date of the Notice of Separation or the effective date of separation, whichever is later.
3. An employee who requests a hearing within the time limits is entitled to:
 - a. Representation by an attorney or authorized representative of her/his own choice.
 - b. Notification of date, time and place of hearing at a reasonable time in advance.
 - c. Inspection by employee's attorney or authorized representative of those records and materials in the Civil Service Commission office which relate to the termination.
4. The authority of the Civil Service Commission in acting on separation matters varies depending upon the status of the employee and the type of separation. A brief explanation of the Commission's jurisdiction for each type of separation follows, however, the Civil Service Commission Rules is the official document governing separation matters. In all cases, the Civil Service Commission will conduct a hearing upon the employee's request as provided above.
 - A. Dismissal of permanent employees: The Civil Service Commission determines the dismissed employee's eligibility for future employment in the City and County service. The Commission cannot reverse or alter in any way the decision made by the hearing officer at the departmental hearing.
 - B. Resignation - Services Unsatisfactory: The Civil Service Commission determines the employee's eligibility for future employment in the City and County service. The Commission cannot reverse the decision of the appointing officer but may remand the resignation to the appointing officer for reconsideration.
 - C. Termination: Except for limited tenure employees and promotive probationary employees, the Civil Service Commission can determine the employee's eligibility for future employment but cannot reverse the decision of the appointing officer to terminate the employee. For limited tenure employees, the Commission may, if it deems justified, disapprove the termination and reinstate the employee to the department. For promotive probationary employees, the Commission may dismiss the employee from the service; reinstate the employee in the class from which terminated and may order salary paid from the date of termination; reinstate the employee in the class from which promoted and may re-establish the employee's eligibility to a list of eligibles for the promotive class under such conditions as the Commission may deem just.
5. The decision of the Civil Service Commission at a hearing requested by the separated employee is final and not subject to reconsideration.
6. Unless otherwise recommended by the appointing officer, failure to request a hearing will result in the approval of the separation and/or dismissal from the City and County service; cancellation of all current examination and eligibility status; review by the General Manager, Personnel of all future employment applications after satisfactory completion of one year's work experience outside of the City and County service; ineligibility for future employment in the same department. In the absence of a timely request for hearing as provided above, no later appeal will be considered.

Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF SEPARATION FROM EMPLOYMENT

(1)		(2)
NAME DEPARTMENT/DIVISION		DATE OF MAILING
ADDRESS CIVIL SERVICE STATUS		(3)
CITY/STATE ZIP CODE		(4)
		(5)
		TYPE OF SEPARATION

Completion of the Form:

DO NOT USE THIS FORM FOR AUTOMATIC RESIGNATIONS OR FOR THE TERMINATION OF NON-CIVIL SERVICE AND EXEMPT EMPLOYEES.

USE FORM CSC 1-48 (Rev. 4/84) FOR AUTOMATIC RESIGNATION.

USE FORM CSC 1-67 (Rev. 1/86) FOR NON-CIVIL SERVICE OR EXEMPT TERMINATIONS.

- (1) Name and Address of Employee: Use last address given in writing by the employee
- (2) Date of Mailing: Insert date the notice is given to the employee and/or the date the notice is mailed via certified mail
- (3) Department/Division: Indicate name of the City department and the division or bureau if applicable
- (4) Civil Service Status: Insert one of the following:

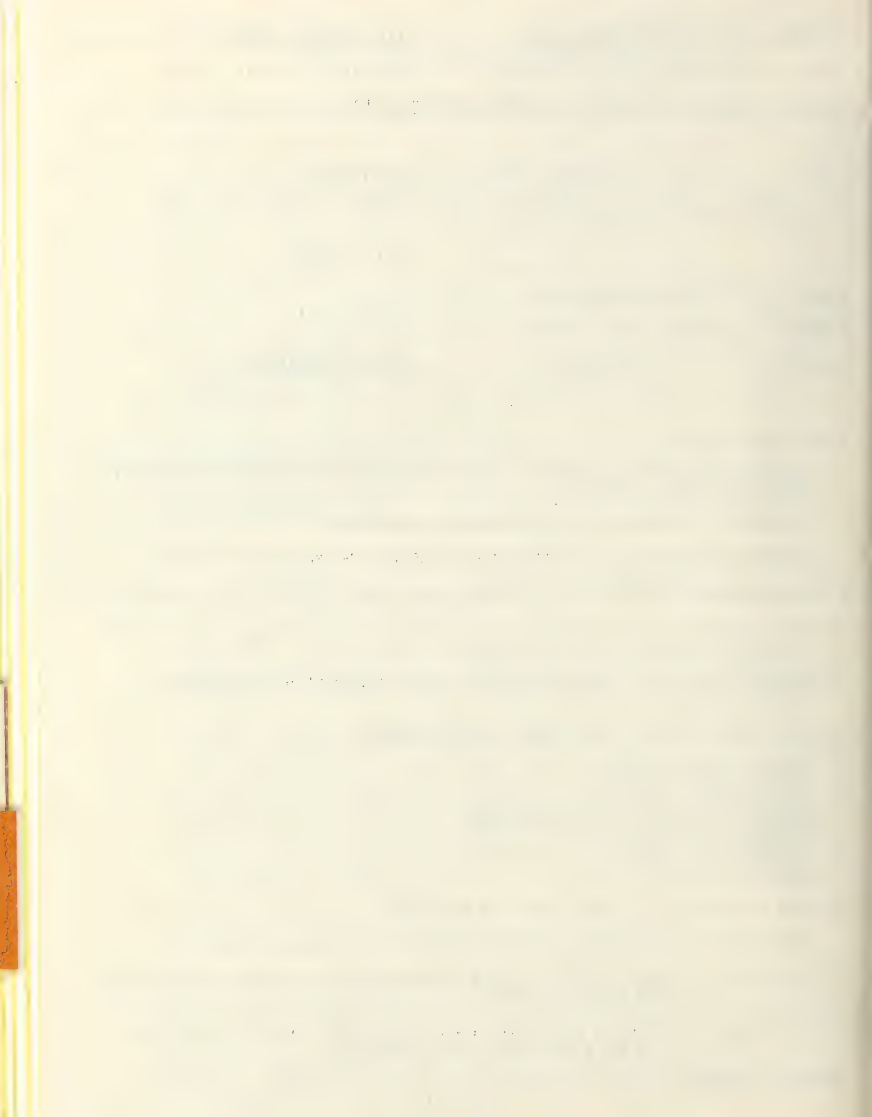
Limited Tenure - Entrance
Limited Tenure - Promotive
Temporary from Eligible List - Entrance
Temporary from Eligible List - Promotive
Probationary - Entrance
Probationary - Promotive
Permanent

- (5) Type of Separation: Insert one of the following:

Termination: can apply to all Civil Service status except Permanent

Dismissal: applies only if it is an involuntary (not a resignation) separation from Permanent status

Resignation: can apply to any status when an employee voluntarily separates (resigns with services unsatisfactory)



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

This notice is to inform you that you are separated from your employment in Class (1) Title (2) effective (3) for the following reasons (attach additional pages if necessary):

(4)

You may request a hearing with the Civil Service Commission within TWENTY (20) calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be in writing and submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102 by (5). Requests received after this date will not be considered.

- (1) Class Number: Enter official four-digit civil service class number
- (2) Class Title: Enter official Civil Service title
- (3) Effective Date: Enter last day on the department's payroll
- (4) Reasons: A clear statement of why the employee is being separated. Attach additional pages if necessary. For probationary employees only, the City Attorney has advised that the following should be inserted as written as the reasons:

He (or She) has not demonstrated all of the qualifications necessary to be a (insert class title), i.e. failure to meet minimum work standards.

The City Attorney has stated that "... This language has been approved by the appellate courts as expressing a bare rejection and involving no deprivation of due process and no entitlement to a hearing of any kind."

- (5) Deadline for requesting a hearing: Enter the date by which a request for hearing must be submitted. The date entered must be twenty (20) calendar days from the date of mailing of the notice or the date of separation whichever is later. The date of the notice should be the same as the date of mailing.
- Count the twenty days as follows: the day following "Date of Notice" is day 1; thus if the 'Date of Notice' is June 4, the request must be received by June 24. If in doubt, use a calendar to count the days.
 - The request must be received by the Civil Service Commission within the twenty day period. A timely postmark is not acceptable.

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

The items checked below indicate this department's recommendation to the Civil Service Commission. This recommendation will be the final action taken by the Commission if you do not request a hearing within the time limits:

- (1) ☐ Approve the separation.
- (2) ☐ Accept the resignation as certified.
- (3) ☐ Dismiss from the City and County Service.
- (4) ☐ Cancel any current examination and eligibility status.
- (5) ☐ Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- (6) ☐ No future employment with this department.
- (7) ☐ Return name to the eligible list from which appointed to this position.
- (8) ☐ Reinstatement to a position in the class from which promoted.
Class Number _____ Title _____
- (9) ☐ Other (specify):

Departments must check (✓) only those of the above items which are allowed by the Civil Service Commission Rules for the particular type of appointment and separation. The checked items, if approved by the General Manager, Personnel, constitute the final action if the separated employee does not request a hearing.

Each of the actions and their usage is detailed below and the following guidelines apply:

Mandatory the action must be checked by the department

Discretionary the action is allowed in the Civil Service Commission Rules but is not required. Department heads must evaluate all the factors of the employee's performance and other circumstances in deciding whether the action is warranted.

Not applicable the action is not provided for in the Civil Service Commission Rules for the employee's status and or type of separation and is not appropriate.

1. The first part of the report

2. The second part of the report

3. The third part of the report

4. The fourth part of the report

5. The fifth part of the report

6. The sixth part of the report

7. The seventh part of the report

8. The eighth part of the report

9. The ninth part of the report

10. The tenth part of the report

11. The eleventh part of the report

12. The twelfth part of the report

13. The thirteenth part of the report

14. The fourteenth part of the report

15. The fifteenth part of the report

16. The sixteenth part of the report

17. The seventeenth part of the report

18. The eighteenth part of the report

19. The nineteenth part of the report

20. The twentieth part of the report

21. The twenty-first part of the report

Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

1.



Approve the separation

Mandatory

Limited Tenure - Entrance

Limited Tenure - Promotive

Probationary - Promotive

Discretionary

None

Not Applicable

Temporary Civil Service - Entrance

Temporary Civil Service - Promotive

Probationary - Entrance

Resignation - Services Unsatisfactory

Permanent - Dismissal

2.



Accept the Resignation as Certified

Mandatory

Resignation - Services Unsatisfactory

Discretionary

None

Not Applicable

Temporary Civil Service - Entrance

Temporary Civil Service - Promotive

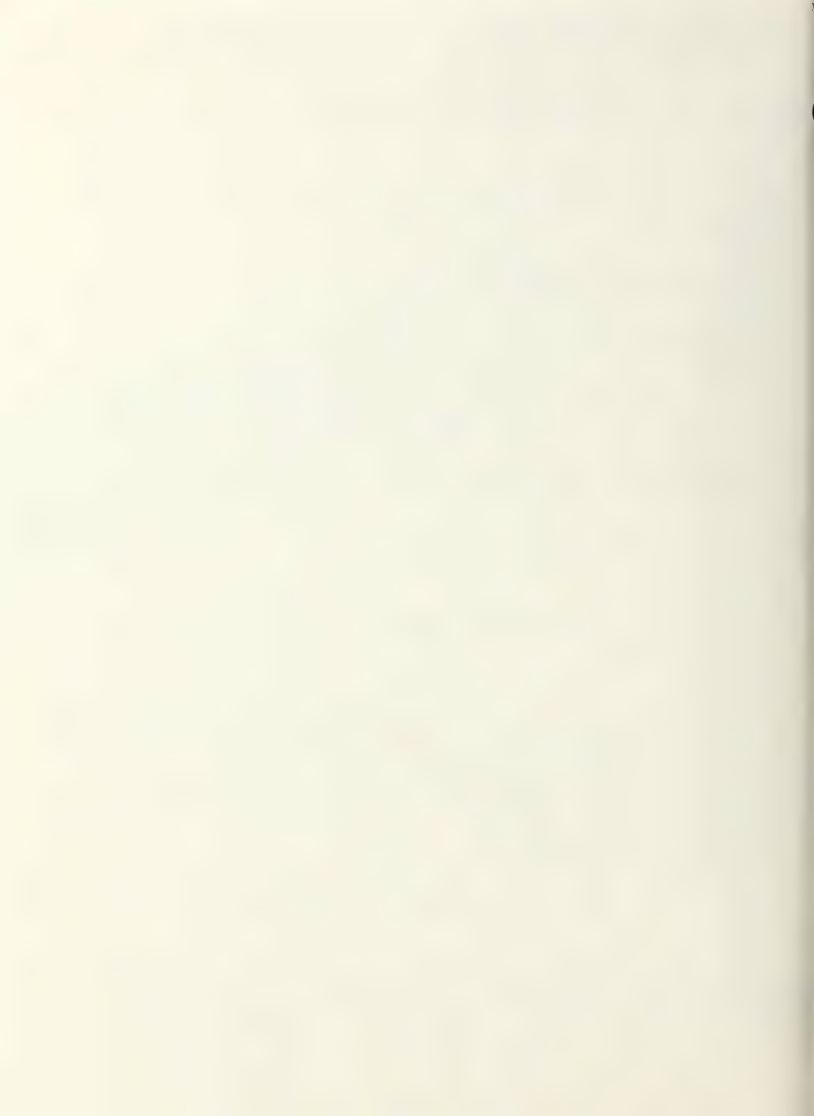
Limited Tenure - Entrance

Limited Tenure - Promotive

Probationary - Entrance

Probationary - Promotive

Permanent - Dismissal



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

3. ☐ Dismiss from the City and County service
- Mandatory
- None
- Discretionary
- Temporary Civil Service - Entrance
Limited Tenure - Entrance
Probationary - Entrance
Probationary - Promotive
- Not Applicable
- Temporary Civil Service - Promotive
Limited Tenure - Promotive
Permanent - Dismissal
Resignation - Services Unsatisfactory
4. ☐ Cancel any current examination and eligibility status
- Mandatory
- None
- Discretionary
- Temporary Civil Service - Entrance
Temporary Civil Service - Promotive
Limited Tenure - Entrance
Limited Tenure - Promotive
- Probationary - Entrance
*Probationary - Promotive
Permanent - Dismissal
Resignation - Services Unsatisfactory
- Not Applicable
- None



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

5. ☐ All future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Mandatory

None

Discretionary

Temporary Civil Service - Entrance
Limited Tenure - Entrance
Probationary - Entrance
*Probationary - Promotive
Permanent - Dismissal
Resignation - Services Unsatisfactory

Not Applicable

Temporary Civil Service - Promotive
Limited tenure - Promotive

6. ☐ No future employment in this department

Mandatory

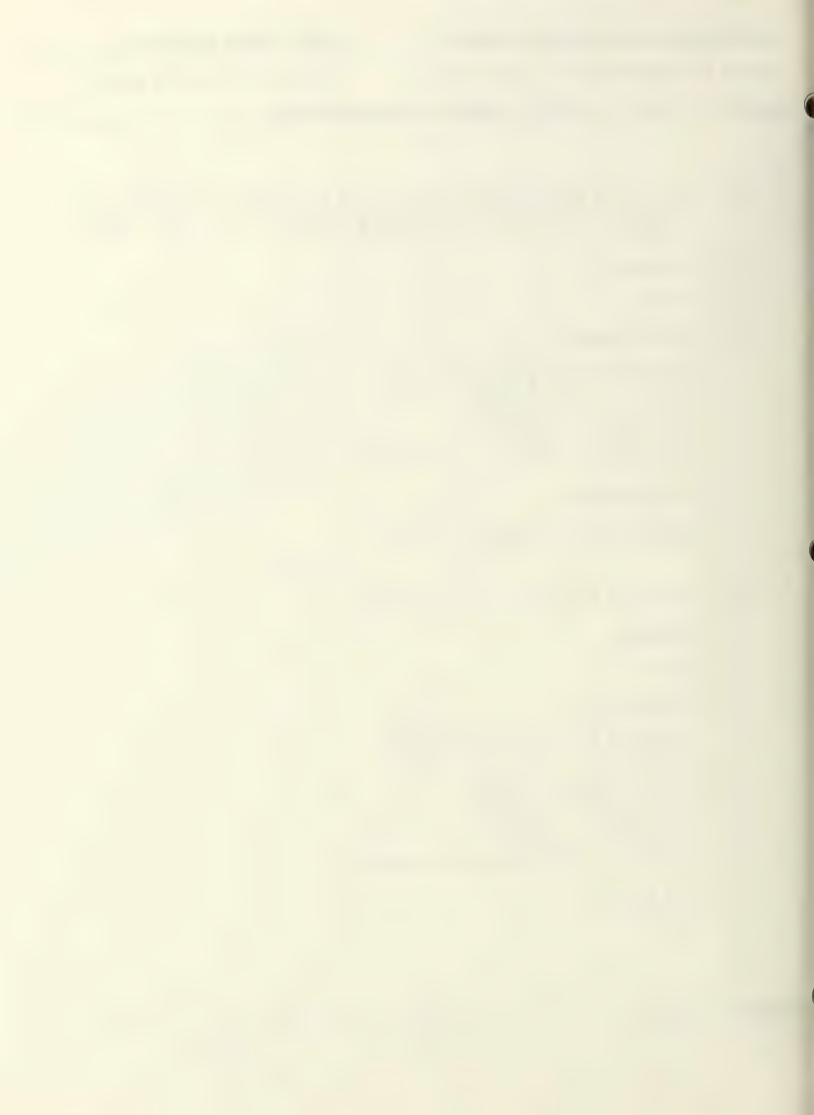
None

Discretionary

Temporary Civil Service - Entrance
Temporary Civil Service - Promotive
Limited Tenure - Entrance
Limited Tenure - Promotive
Probationary - Entrance
Probationary - Promotive
Permanent - Dismissal
Resignation - Services Unsatisfactory

Not Applicable

None



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

7. ☐ Return name to the eligible list from which appointed to this position

Mandatory

None

Discretionary

Temporary Civil Service - Entrance
Temporary Civil Service - Promotive
Probationary - Entrance
Probationary - Promotive

Not Applicable

Limited Tenure - Entrance
Limited Tenure - Promotive
Permanent - Dismissal
Resignation - Services Unsatisfactory

8. ☐ Reinstate to a position in the class from which promoted

Mandatory

Temporary Civil Service - Promotive
Limited Tenure - Promotive

Discretionary

Probationary - Promotive

Not Applicable

Temporary Civil Service - Entrance
Limited Tenure - Entrance
Probationary - Entrance
Permanent - Dismissal
Resignation - Services Unsatisfactory



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

9. ☒ Other (specify):

May apply to any status or type of separation. Check this box if the listing of special restrictions or conditions is required or if none of the boxes above are suitable or appropriate. For example:

- a. A restriction on future employment in a specific classification or type of employment is recommended
- b. A recommendation that the employee not be considered for future employment until evidence of completion of a rehabilitation program or other commitment has been submitted
- c. No future employment with the City and County is being recommended

*May be checked if the recommendation is also to dismiss from the service. If the recommendation is also to reinstate to the former class, this box is not applicable and should not be checked.



Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

SEE REVERSE SIDE**MUST BE COMPLETED BY THE DEPARTMENT:**

Rank: 1 List Number: 2
Birthdate: 3
METHOD OF SERVICE: 4
Cert. Mail: _____ Hand Del.: _____

5
AUTHORIZED SIGNATURE
6
NAME 7
TITLE

cc: Assistant Secretary, Civil Service Commission, Room 153 City Hall
CSC 1-13 (Revised 11/87)

- (1) Rank: Insert separated employee's rank on the eligible list from which appointed to this position.
- (2) List Number: Insert the eligible list number from which the employee was appointed to this position.
- (3) Birthdate: Insert employee's birthdate as follows: Month/Day/Year.
- (4) Indicate with "x" the way in which the Notice of Separation was delivered to the employee. Delivery by either certified mail OR by personally handing the employee a copy is acceptable.
- (5) Authorized Signature: Must be signed by the Appointing Officer. The signature on the original copy must not be a facsimile.
- (6) Name: Type name of the person whose signature is above.
- (7) Title: Official title of the signator.

Routing of the form

Route as follows:

- Original: to the employee by the method of service indicated.
(Certified mail or hand delivery)
- Copy 1: to the Assistant Secretary
Civil Service Commission
Room 153 City Hall
(Attach Copy A (Green) of the SEPARATION REPORT)
- Copy 2: for departmental records

Subject 14: Separations II - Disciplinary

Required: CSC Rules 6 and 33

Section 9: Forms 1 - NOTICE OF SEPARATION FROM EMPLOYMENT

SEPARATIONS/DEPARTMENTAL RECOMMENDATIONS

	SEP. APPROVED	ACCEPT RESIGNATION AS CERT.	DISMISS	CANCEL EXAM & ELIGIBILITY STATUS	GMP REVIEW YEAR	NOT AGAIN TO DEPT.	RETURN TO LIST	REINSTATE TO FORMER CLASS	OTHER
	1	2	3	4	5	6	7	8	9
TCS-ENT	N/A	N/A	D	D	D	D	D	N/A	D
TCS-PRON	N/A	N/A	N/A	D	N/A	D	D	M	D
LT-ENT	M	N/A	D	D	D	D	N/A	N/A	D
LT-PRON	M	N/A	N/A	D	N/A	D	N/A	M	D
PROB-ENT	N/A	N/A	D	D	D	D	D	N/A	D
PROB-PRON	M	N/A	D	D*	D*	D	D	D	D
PERM-DISH	N/A	N/A	N/A	D	D	D	N/A	N/A	D
RESIGNATION	N/A	M	N/A	D	D	D	N/A	N/A	

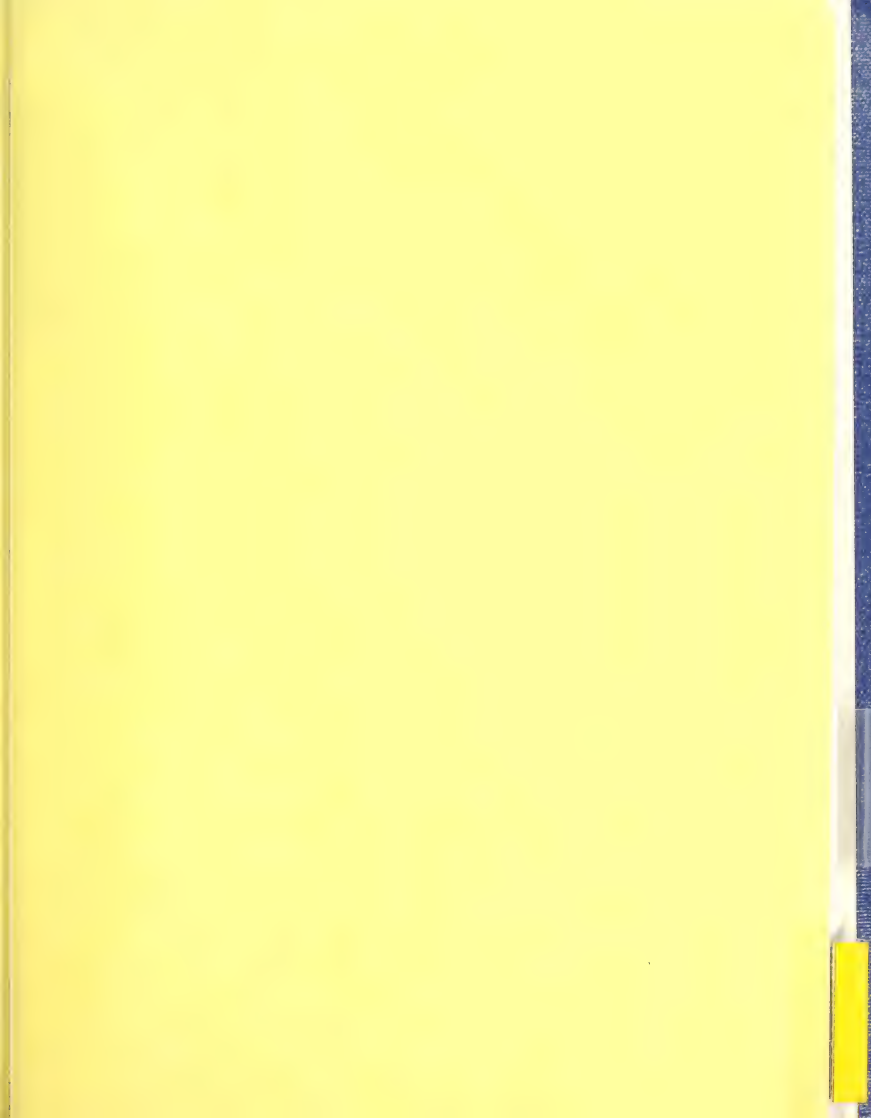
D = Discretionary

M = Mandatory

N/A = Does not apply

*May be checked if the recommendation is also to dismiss from the service. If the recommendation is also to reinstate to the former class, this box is not applicable and should not be checked.







Subject 15: Separations III - Layoff

Section 1: Definitions

PURPOSE:

To define the following:

SENIORITY
ORDER OF LAYOFF
REASONS FOR REDUCTION IN FORCE
INVOLUNTARY LEAVE
INVOLUNTARY LAYOFF
VOLUNTARY LAYOFF
ELECTIVE INVOLUNTARY LEAVE
HOLDOVER
HOLDOVER ROSTER

RESOURCES

Charter Sections 3.501 and 3.661.

Civil Service Commission Rule 32 - Layoff and Involuntary Leave. This Rule should be consulted before beginning any of the processes described in this section.

Civil Service Commission brochure "Layoff and Involuntary Leave of Absence Information" (April 1991) is available in Room 52-C City Hall (See Appendix B for a copy of this brochure).

DEFINITIONSSENIORITY

- **SENIORITY**: status attained by length and type of appointment in a position in a class. Seniority for layoff purposes is defined in Civil Service Rule 32 and may differ from seniority for other purposes such as departmental seniority for assignments, vacations, etc. It often differs from other dates such as anniversary date for sick pay and vacation.
- **SENIORITY - CITY-WIDE**: length of service based on type of appointment in a class. City-wide seniority dates from the first certification which resulted in appointment to a position in a class in any department. It is not affected by transfer to another department or by approved leaves of absence. City-wide seniority, however, is affected by termination, resignation, involuntary leave and layoff.

Subject 15: Separations III - Layoff

Section 1: Definitions (continued)

- **SENIORITY - DEPARTMENTAL:** length of service based on type of appointment in a class in a department. Departmental seniority begins with the date of certification which resulted in appointment to the department. It is the "seniority" used when layoffs are being contemplated by a department. Departmental seniority is not affected by a leave of absence, but is affected by a transfer, resignation, layoff, involuntary leave of absence and termination.
- **SENIORITY - TYPE OF EMPLOYMENT STATUS:** Seniority in the event of a reduction in force is calculated separately in the Civil Service Commission Rules for each type of employment status:
 - 1. PERMANENT Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted.
 - 2. TEMPORARY
FROM
ELIGIBLE LIST Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a class in a department.
 - 3. LIMITED TENURE Seniority for limited tenure appointees shall be determined by the date an appointee starts to work in a current continuous limited tenure appointment in a department. Seniority in the event of ties shall be determined by the appointing officer whose decision shall be final.

Employees who resign or are terminated and who are subsequently reappointed shall have their seniority determined by their new date of certification following separation.

Rule 32 does not address the order of layoff within the exempt status for permanent exempt (PEX) and temporary exempt (TEX) appointees. Such employees may be separated by the appointing officer at any time without regard to length of service. However, departments are urged to establish a layoff policy and to apply it uniformly to permanent and temporary exempt employees if strict departmental seniority is not going to be used. To calculate seniority, use "start work date" in the current appointment.

Subject 15: Separations III - Layoff

Section 1: Definitions (continued)

Additionally, Civil Service Commission Rules do not define seniority for non-civil service employees. Such employees may be separated by the appointing officer at any time without regard to length of service. However, departments are urged to establish a layoff policy and to apply it uniformly to non-civil service employees if strict seniority is not going to be used. It is suggested that "start work date" in the current appointment in the department be used to calculate seniority.

SENIORITY - TIES: In the event of ties, seniority for civil service appointees, except for members of the uniformed ranks of the Fire Department, is determined by rank on the eligible list, earlier lists having priority over later lists and promotive lists having absolute priority over entrance list.

In the event of ties in rank for appointees hired after December 6, 1991 (when the Rule of Three Scores was adopted), the following methods are used to determine seniority:

First, the appointee with longest continuous permanent service in the class in any city department is ranked above appointees with lesser service;

Second, the appointee with the longest continuous citywide service under civil service appointment, regardless of class, is ranked above appointees with lesser citywide service;

Finally, ties not broken in either of the two methods listed above shall be broken in the manner prescribed by and supervised by the General Manager, Personnel.

ORDER OF LAYOFF

Except as provided in Rule 32.05, layoff is by inverse order of seniority in a class and department (Rule 32.04) in the following order:

- Non-Civil Service (NCS)
- Exempt (PEX & TEX)
- Limited Tenure (LT)
- Temporary from an Eligible List (TCS)
- Probationary (PCS)
- Permanent (PCS)

EXCEPTIONS TO THE ORDER OF LAYOFF require the express approval of the Civil Service Commission. See Civil Service Commission Rule 32, Section 32.05 and Section 3 - Exceptions to the Order of Layoff.

Subject 15: Separations III - Layoff

Section 1: Definitions (continued)

REASONS FOR REDUCTION IN FORCE

- Lack of work: the project has been completed; the type of work is no longer done - for example: a cashier is laid off because the department no longer accepts cash payments.
- Lack of funds: a position has been deleted from a department's budget; grant or project monies have been expended; position funding has been exhausted.
- Displaced: the employee is replaced by a more senior employee returning from a leave or because of "bumping" by an appointee from an eligible list or holdover roster.
- Retrenchment: the position or positions have been eliminated in anticipation of a funding shortage.

INVOLUNTARY LEAVE

Permanent and probationary employees who are to be separated due to lack of work, lack of funds, displacement by a more senior employee or retrenchment may elect to take an Involuntary Leave rather than be laid off.

Employees on Involuntary Leave are granted holdover rights; remain in the Retirement System; may continue to receive health insurance provided by the Health Service System while they are holdovers if they continue to pay any employee portion of the premium; may be eligible for unemployment compensation; but may not receive payment for earned and unused vacation since they are on an authorized leave of absence and have not been officially separated.

INVOLUNTARY LAYOFF

Separation from employment due to lack of work, lack of funds, displacement by a more senior employee or retrenchment. The name of a permanent or probationary employee who is laid off is placed on a Permanent Holdover Roster for the class and retains eligibility for future permanent employment in the class from which laid off. When a temporary (TCS) employee is laid off, his/her name is returned to the eligible list from which appointed if the list has not expired. After the eligible list expires, the person's name is placed on a Temporary Holdover Roster for future temporary appointment. Provisional (LT and NCS) employees have no reemployment rights. A laid off employee ceases to be a member of the Retirement and Health Service Systems, but may elect to continue group coverage for up to eighteen (18) months at the group contract rate. Such laid off employee may be paid for earned and unused vacation and may be eligible for unemployment compensation.

Subject 15: Separations III - Layoff

Section 1: Definitions (continued)

VOLUNTARY LAYOFF

Method of separation elected by an employee in a class in which layoffs in the same status as the employee (i.e., PCS, TCS, LT, etc.) have occurred; that is, the employee has volunteered to be laid off regardless of that employee's seniority. The employee is no longer a member of the Retirement or Health Service Systems, but may elect to continue group coverage for up to eighteen (18) months at the group contract rate. Eligibility for unemployment compensation is determined by the State of California Employment Development Department (EDD).

- Voluntary layoff may be elected by an employee in any status, except that provisional employees (NCS and LT) have no reemployment rights. Permanent and probationary employees are placed under waiver on permanent HOLDOVER ROSTERS. TCS employees may be returned under waiver to the eligible list or placed under waiver on a temporary holdover roster. The choice of voluntary layoff does not affect the employee's status on the HOLDOVER ROSTER, which is based on seniority in the affected class.
- In a layoff situation, all employees in the affected class must be canvassed to determine whether any employee(s) will opt for voluntary layoff.
- Voluntary Layoffs can occur only when there are other layoffs in the same department, class and appointment status. For example:
 - (1) all non-civil service employees in the class must be laid off before any exempt employees in the class are laid off;
 - (2) all exempt employees in the class must be laid off before any limited tenure employees in the class are laid off;
 - (3) all limited tenure employees in the class must be laid off prior to the layoff of any temporary (TCS) employees in the class;
 - (4) all temporary (TCS) employees in the class must be laid off prior to the layoff of any probationary employees in the class;
 - (5) all probationary employees in the class must be laid off prior to the layoff of any permanent employees in the class.
- An employee who volunteers to be laid off may have reinstatement rights to a former class which may not be affected by layoffs.

Subject 15: Separations III - Layoff

Section 1: Definitions (continued)ELECTIVE INVOLUNTARY LEAVE

Permanent and probationary employees who have volunteered to be laid off may also elect to be placed on involuntary leave when a reduction in force is necessary. Such employees become permanent holdovers under waiver on the holdover roster; may remain in the Retirement System; and may continue to receive health insurance provided by the Health Service System while they are holdovers if they continue to pay any employee portion of the premium. They may not receive payment for earned and unused vacation. Eligibility for unemployment compensation is determined by the State of California Employment Development Department (EDD). An employee who elects to be placed on involuntary leave may have reinstatement rights to a former class which may not be affected by layoffs.

PLEASE REFER TO THE CHART "REDUCTION IN FORCE - OPTIONS FOR EMPLOYEES" WHICH FOLLOWS THIS POLICY AS APPENDIX A.

- In a layoff situation, all employees in the affected class must be canvassed to determine whether any employee(s) will opt for voluntary layoff.
- Voluntary layoffs can occur only when there are other layoffs in the same department, class and appointment status.

HOLDOVER

A permanent, probationary or temporary (TCS) employee who has been voluntarily or involuntarily laid off or placed on involuntary leave is deemed a "holdover." Such person is ranked on a "Holdover Roster" in order of total seniority in the class in the City and County Service.

HOLDOVER ROSTER

A list of holdovers, which is used to fill vacancies in the class from which laid off in any department by Rule of One certification. Holdovers are offered reemployment in order of total city-wide seniority.

Holdover Rosters have absolute priority over regular eligible lists. Appointments must be made from the Holdover Roster before any other method of appointment including reinstatement, transfer, disability transfer, reappointment or certification from an eligible list, is used. Only Civil Service Commission action ordering the reinstatement of an employee would take precedence over a Holdover Roster. Certifications from the Roster are made under the "Rule of One" (i.e. the highest ranking Holdover is certified first). A person may remain a holdover for a period of five years from the date of layoff or involuntary leave. Seniority in a class is not earned while on a Holdover Roster.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing LayoffsPURPOSE

To outline the departmental procedures which must occur to effect a reduction in force and the resulting Civil Service Commission actions and procedures.

DEPARTMENTAL PROCEDURES

The procedures listed below must be followed in the order given:

1. A decision is made by the department as to the class or classes in which layoffs will occur. Note that Charter Section 3.501 specifically assigns this decision to department heads. The responsibility of the General Manager, Personnel is limited to insuring that layoff and return to duty rules and procedures are properly applied.
2. Employees, including those on authorized leaves of absence in the affected classes, are canvassed to determine if any employee will volunteer to be laid off. Canvassing of employees may be done either in writing on an individual basis or by posting a general notification requiring a response within a specified period of time. In all cases of voluntary layoff, a written response is required from the employees who volunteer to be laid off. (See Appendix C following this section for a sample letter and response form).

The following factors involved in processing VOLUNTARY LAYOFFS are to be kept in mind:

- a. Voluntary layoffs may be allowed only within a status in a class and department. For example, a permanent employee may not elect to be laid off when the department retains probationary, temporary, provisional or exempt employees in the same class; a probationary employee may not elect to be laid off when the department retains temporary, provisional and/or exempt employees in the same class; and a temporary employee may not elect to be laid off when the department retains provisional and exempt employees in the same class, etc.
- b. Departments must notify employees who volunteer to be laid off of the following:
 - (1) If the employee has holdover rights (permanent or temporary), the employee will be placed on the holdover roster under waiver for all appointment;
 - (2) The employee may have rights to reinstatement in a former class which may not be affected by layoffs. Employees may not waive reinstatement, but may request a leave of absence from the class to which reinstated.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

- (3) Volunteering to be laid off might affect eligibility for unemployment compensation. The employee should discuss his/her eligibility with the State of California Employment Development Department (EDD).
3. For those positions which require special skills or qualifications authorized for Exception to the Order of Layoff (EOL) by Civil Service Commission, the following steps must be followed:
- a. All of the more senior employees in the class in the department must be canvassed to determine if any of those individuals possesses the requisite skill or qualification and is available to perform the required duties.
 - b. If a more senior employee possesses the required skill or qualification and is available to perform the duties, the appointing officer may assign that employee to the position authorized for an Exception to the Order of Layoff. The decision of the appointing officer in making the assignment is final.
 - c. Employees who are retained when an Exception to the Order of Layoff is exercised may be bumped by a more senior Holdover who has the required skills or qualifications. These employees must be notified by the appointing officer or designee of this possibility.

Directions for requesting an Exception to the Order of Layoff and related procedures are covered in Section 3 below.

4. Departments must notify employees who are to be affected by the reduction in force and must adhere to the following factors:
- a. Permanent and probationary employees may be placed on Involuntary Leave rather than being laid off. (See Section 1 above)
 - b. The MOU with Service Employees International Union (SEIU) requires a minimum of thirty (30) days advance notice to an employee represented by that organization who is being laid off for reasons other than "bumping." That MOU also requires that the employee organization be notified. (See "Appendix D" following this section for a list of classes represented by SEIU). SEIU may be notified by sending a photocopy of the SEPARATION REPORT to 240 Golden Gate Avenue, San Francisco, CA 94102.
 - c. Some MOU's require that departments meet and confer on layoffs or work loads. The Employee Relations Division (ERD) of the Mayor's Office must be contacted for additional information on this subject.
 - d. Employees must be given a copy of the Civil Service Commission brochure "Layoff and Involuntary Leave of Absence Information" (see Appendix B for a copy of this brochure) at the time of notification.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

5. Complete the SEPARATION REPORT according to the following instructions and present it to the employee. A supply of the SEPARATION REPORT is available in Room 52C City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

STEP 1: Complete the information at the top of the SEPARATION REPORT.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION				SEPARATION REPORT																	
NAME (LAST, FIRST, M.I.)				DATE ISSUED		DEPT. CONTROL NO.		CIVIL SERVICE USE ONLY SR- _____													
CLASS		TITLE		DATE OF BIRTH				SOCIAL SECURITY NO.													
TYPE OF APPOINTMENT				WORK SCHEDULE		PART-TIME HOURS		CSC REQ NUMBER		RANK		LIST		CERTIFICATION OR START WORK DATE							
<input type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED-TEMP (TCS) <input type="checkbox"/> NON CIVIL SERVICE (NCS)				<input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED		DEPT		DIV		SEC		FUND		OBJECT		CLASS		POSITION NUMBER	
EFFECTIVE		IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE?				<input type="checkbox"/> YES ① <input type="checkbox"/> NO		IF NOT, SPECIFY EMPLOYEE'S NEW DEPARTMENT ②													
THE EMPLOYEE SERVING A PROBATIONARY PERIOD AT THE TIME OF SEPARATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES SPECIFY TYPE		<input type="checkbox"/> ENTRANCE <input type="checkbox"/> PROMOTIVE		ADDRESS - COMPLETE FOR PARTS 3, 4 OR 6 ONLY TELEPHONE NUMBER: _____											

Each box in this section of the form must be completed.

NOTES:

1. If the employee is being separated from a temporary (TCS) or provisional appointment, but has permanent status in another class, or if the employee is a uniformed member of the Police, Fire, or Sheriff's Departments: check NO to the question "Is this a complete separation from City and County service?" In these cases, the permanent department restores the employee to the former class. In all other cases, the answer in this section is YES.

If a permanent or probationary employee has had permanent status in another class in the same or a different department, the employee may be eligible for reinstatement to a position in the former class. The Commission will initiate the appropriate action in this case.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

2. When the answer is **NO** as explained in #1 above, indicate in this section the Class Number, Title, and Department to which the employee is returning.
3. Use certification date for permanent, probationary and temporary (TCS) employees. Use the validation date of the limited tenure appointment for limited tenure employees and the start work date for non-civil service and exempt employees.

STEP 2: DO NOT complete Sections 1 through 5 of the SEPARATION REPORT.

1	<input type="checkbox"/> REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY									
NEW POSITION	DEPT. REQUISITION NO.	CSC REQ. NUMBER	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER	

2 <input type="checkbox"/> LEAVE/SUSPENSION OVER 5 DAYS <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> SUSPENSION <input type="checkbox"/> MATERNITY LEAVE <input type="checkbox"/> OTHER - SPECIFY _____ </div> <div style="width: 45%;"> <input type="checkbox"/> LEAVE TO ACCEPT A TEMPORARY APPOINTMENT <input type="checkbox"/> PERSONAL LEAVE <input type="checkbox"/> MILITARY (ATTACH COPY OF ORDERS) </div> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> APPROVED DURATION START DATE _____ _____ END DATE </div>
--	--

4 <input type="checkbox"/> RESIGNATION <input type="checkbox"/> SATISFACTORY SERVICES <input type="checkbox"/> UNSATISFACTORY SERVICES <input type="checkbox"/> TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)	<div style="font-size: small;"> BY THE APPOINTEE: I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 13 & 33) </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">SIGNATURE _____</div> <div style="width: 45%;">DATE _____</div> </div>
---	--

3 <input type="checkbox"/> DISCHARGE <input type="checkbox"/> DISMISSAL/TERMINATION <input type="checkbox"/> AUTOMATIC RESIGNATION	5 <input type="checkbox"/> OTHER <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> RETIREMENT <input type="checkbox"/> DEATH <input type="checkbox"/> EMPLOYEE HAS REACHED PERMISSIBLE LIMIT OF TEMPORARY EMPLOYMENT
--	---

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

STEP 3: Complete Section 6 of the SEPARATION REPORT.

6 <input type="checkbox"/> LAY-OFF _____ INVOLUNTARY LEAVE _____ INVOLUNTARY LAY-OFF _____ VOLUNTARY LAY-OFF _____ ELECTIVE INVOLUNTARY LEAVE	REASON _____ LACK OF WORK _____ LACK OF FUNDS _____ DISPLACED _____ RETRENCHMENT	NOTIFICATION _____ HAND DELIVERED _____ CERTIFIED MAIL	BY THE APPOINTEE: I ACKNOWLEDGE RECEIPT OF THE CIVIL SERVICE INFORMATION LEAFLET. SIGNATURE _____ DATE _____
--	---	---	--

1. Permanent and probationary employees are to be placed on Involuntary Leave unless they have elected to be laid off. Employees who wish to change the designation from "Involuntary Leave" to "Involuntary Layoff" may change and initial the form at the time of notification or at any time by simultaneously notifying in writing the Civil Service Commission, Health Service System and Retirement System. Temporary (TCS), provisional (NCS and LT), and exempt employees are not eligible for Involuntary Leave and must be laid off.

If "Voluntary Layoff" or "Elective Involuntary Leave" is checked, a copy of the employee's written request to be laid off must accompany the form.

If an exception to the order of layoff is being exercised, type EOL at the bottom of the section.

2. One of the categories in the REASON section must be checked. See definition of REASONS in Section 1.
3. The method of notification must be checked. It is preferable that the SEPARATION REPORT be hand-delivered to expedite processing. A copy of the Civil Service Commission brochure ("Layoff and Involuntary Leave of Absence Information") must be given to the employee at the time of notification. If notification is by certified mail, a copy of the brochure ("Layoff and Involuntary Leave of Absence Information") must be included in the mailing.
4. The employee must sign and date the form in the space provided in Section 6. A copy is to be provided to the employee after it is signed by an authorized departmental representative. If the employee refuses to sign the SEPARATION REPORT, type "Employee refused to sign" with the date and the signature of the person presenting the form. If the employee is on a long-term leave or is not available to sign the SEPARATION REPORT, type "Employee on leave; not available to sign" with the date and the signature of the person responsible for the certified mailing of the form.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

STEP 4: Complete the departmental information at the bottom of the SEPARATION REPORT.

APPOINTING OFFICER SIGNATURE	TELEPHONE NUMBER	CIVIL SERVICE USE REQ LOG _____ POSTED _____ HOLDOVER CANVASSED _____
DEPARTMENT	NAME/TITLE	

The appointing officer or designee signs the SEPARATION REPORT after reviewing it for conformity with these instructions and with Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

STEP 5: The copies of the SEPARATION REPORT are distributed to the agencies listed at the bottom of each copy. The Civil Service Commission (Green) and the Timeroll Audit copy (Blue) are stapled together and delivered to Room 153 City Hall. If the employee refused or was unavailable to sign the SEPARATION REPORT, the employee's copy must be sent to the employee by certified mail.

The following additional documents may be required in order to process the SEPARATION REPORT:

- A. If the employee volunteered to be laid off, a copy of the employee's written request to be laid off must be attached to the Civil Service Commission copy (Green) of the SEPARATION REPORT.
- B. When the separation was effected using an Exception to the Order of Layoff as approved by the Civil Service Commission:
 1. If the separation is for the least senior employee in the class and department who possesses the requisite skill or qualification, and a more senior employee is being reassigned to the position, a SEPARATION REPORT for the reassignment of the more senior employee (with Section 1 of the Separation Report completed) must be attached to the SEPARATION REPORT reflecting the layoff of the least senior employee.
 2. If none of the more senior employees possesses the requisite skill or qualification, a statement signed by the appointing officer that all of the more senior employees in that class have been canvassed and none possesses the requisite qualifications must be attached to the SEPARATION REPORT of the employee who is being laid off. (Proof of the canvassing must be retained in the department and must be readily available for audit by the Civil Service Commission staff).

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

- C. If the employee's class is represented by the Service Employees International Union (SEIU), a photocopy of the SEPARATION REPORT must be forwarded to that organization at 240 Golden Gate Avenue, San Francisco, CA 94102. Appendix D contains a listing of all classes represented by SEIU.
- D. If the separated employee was in a temporary or provisional status and on leave from a permanent position in the same or another department, the employee must be returned to duty in his/her permanent class and department. If no vacancies exist in that class and department, the employee may displace the least senior employee in that class and department. Employees on leave from another department must be instructed to immediately notify the department from which the leave was taken that the leave has been abridged and the effective date of the abridgement.
- E. If the separated employee's status was permanent or probationary, the Civil Service Commission staff will determine his/her reinstatement or reemployment rights. No further action is required by the department.

CIVIL SERVICE COMMISSION PROCEDURES

NOTE: In cases of layoff and involuntary leave, the SEPARATION REPORT must be forwarded to the Civil Service Commission as soon as the employee has been notified and has signed the form. Departments are urged not to wait until the employee has left paid status. The time between notification and layoff is used to review the documents to insure that inverse seniority is followed; to establish a holdover roster, if appropriate; to notify affected departments if interdepartmental bumping will occur; and to process Return to Duty notices for affected employee.

1. Separations by layoff or involuntary leave are reviewed to insure that inverse seniority is followed. Separation by voluntary layoff or elective involuntary leave are reviewed for supporting documentation and to ensure that the separation option has been properly applied.

Separation which does not follow inverse seniority due to an Exception to the Order of Layoff previously approved by the Civil Service Commission is also reviewed at this time.

A member of the Commission staff will contact the department if there appears to be an incorrect application of Rule 32 - Layoff and Involuntary Leave.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

2. The separating employee's appointment history is reviewed.
 - a. If the employee is being laid off from a non-civil service, exempt, or limited tenure status and has not held any permanent appointment, that employee is completely separated from the service. If the employee is on leave from a permanent appointment, the leave is abridged by the layoff and the employee returns to the position and department from which the leave was taken.
 - b. If the employee is being laid off from a temporary (TCS) appointment and has not held a prior permanent appointment, the employee's name is returned to the eligible list from which certified; or, if the list has expired, is placed on a holdover roster for certification to a temporary position in the class from which laid off. If the laid off TCS employee is on leave from a permanent appointment, the leave is abridged; the employee returns to the position and department from which the leave was taken; and the employee's name is returned to the eligible list from which certified TCS or to a holdover roster for another temporary appointment.
 - c. If the employee is being laid off (or placed on involuntary leave) from a permanent appointment and has not held a prior permanent appointment in another class, the employee's name is placed on holdover roster for certification to a permanent vacancy in the class from which laid off. If there is no vacancy in that class and the employee held a prior permanent appointment, the employee is reinstated to a vacant position in the prior class and placed on the holdover roster for positions in the class from which laid off. (See Section 4 - Return to Duty for information on "bumping rights," reinstatement after layoff and certification from holdover rosters, etc.)

NOTE: FOR PURPOSES OF THE EXPLANATIONS IN THIS SECTION, AN EMPLOYEE SERVING A PROBATIONARY PERIOD IS A PERMANENT APPOINTEE.

3. Holdover rosters are established for classes in which layoffs and involuntary leaves have occurred.
 - a. Holdover rosters in general:
 - Employees who have been laid off or placed on involuntary leave are ranked in order of seniority and type of appointment in the class. The most senior employee in terms of time and type of appointment is always placed at the top of the roster. Thus, a PCS employee with two years' city-wide seniority in the class who is laid off in June will be ranked behind a PCS employee with three years seniority who is laid off in August.

Subject 15: Separations III - Layoff

Section: 2: Procedures for Implementing Layoffs (continued)

- Employees on holdover rosters are certified for permanent or temporary appointment before eligibles from lists, transfers, disability transfers, reappointments or reinstatements. Only Civil Service Commission action ordering the reinstatement of an employee would take precedence over a holdover roster. If the PERSONNEL REQUISITION contains a special condition, excluding Rule 34 (Appointment of Severely Disabled), the holdover list must be canvassed before the appointment of any other person is permitted.
 - The name of an employee in layoff or involuntary leave status remains on the holdover roster for five years. This period may be extended by action of the Civil Service Commission.
- b. Permanent Holdover Roster: employees ranked on this roster may be offered a temporary position if no permanent position is available. Acceptance or refusal of a temporary appointment does not affect eligibility for permanent appointment. Permanent holdovers may refuse permanent appointment to positions in departments other than the department from which laid off. Permanent holdovers who refuse appointment in the department from which laid off will be removed from the holdover roster. Permanent holdovers who are returned to part-time positions remain on the holdover roster as available for full-time employment. A holdover who refuses an offer of part-time employment remains eligible for return to duty in a full-time position.
- c. Temporary Holdover Roster: employees ranked on this roster will be offered only temporary (TCS) appointment. Refusal to accept an offer of full-time temporary appointment from the temporary holdover roster will cancel all temporary holdover rights in that class. Holdovers who accept part-time or as-needed temporary appointment remain eligible for full-time employment.

Subject 15: Separations III - Layoff

Section 3: Exception to the Order of Layoff

PURPOSE

- To define the concept of Exceptions to the Order of Layoff;
- To outline the routine application of the concept;
- To provide directions concerning the addition or modification of an exception on an existing PERSONNEL REQUISITION;
- To explain implementation of the exercise of an exception during a reduction in force situation.

DEFINITION

Layoffs as provided in Rule 32 - Layoff and Involuntary Leave, normally occur by inverse order of seniority in a class and department. However, Rule 32, Section 32.05 (C) - Exception to the Order of Layoff, provides that a person who is appointed to a position requiring special skills or qualifications as approved by the General Manager, Personnel, may continue in that position when layoffs are effected unless a more senior employee possesses the requisite skills or qualifications. Any such Exception to the Order of Layoff (EOL) requires Civil Service Commission approval.

REQUESTING AN EXCEPTION TO THE ORDER OF LAYOFF-REQUISITION PROCESS-DEPARTMENT

1. The appointing officer makes a determination that a special skill or ability in addition to the examination requirements is needed for a particular position. These may include specialized experience, such as critical care or high pressure steam; a license or certificate; knowledge of a specific computer language or type of equipment; bilingual ability; or unusual schedule or location requirements.
2. The special condition is entered on the PERSONNEL REQUISITION as follows:
 - a. Unusual schedule: check the box labeled "work shift" and specify in the box labeled "Special Conditions."
 - b. Remote location: check the box labeled "Location" at other and specify the location in the box labeled "Special Conditions."
 - c. Bilingual: check the box labeled "Bilingual" indicating the required language or if necessary mark "other" and specify the language in the box labeled "Special Conditions."

Subject 15: Separations III - Layoff

Section 3: Exception to the Order of Layoff (continued)

- d. All other exceptions: enter in the box labeled "Special Conditions." Due to the limited amount of space available in computerized reports, the language used to describe a special condition of employment on a PERSONNEL REQUISITION OR REQUISITION MODIFICATION form must be standardized. When standardization of language is not practical, the description must be limited to 60 characters (including the space between the words). See Appendix E for examples of standard and abbreviated language to be used.
3. The PERSONNEL REQUISITION is forwarded to the Civil Service Commission, the Mayor and the Controller (See Subject 7 - Personnel Requisitions).

MODIFICATION OF SPECIAL CONDITIONS - DEPARTMENT

1. To add or change special conditions on an approved PERSONNEL REQUISITION:
 - a. Complete a REQUISITION MODIFICATION (CSC 6-72) (See Subject 7, Section 4).
 - b. The REQUISITION MODIFICATION is reviewed and acted upon using the process described in Section 7 for submission of a PERSONNEL REQUISITION.

NOTE: Requests to add or change special conditions on a PERSONNEL REQUISITION that has been certified might not be approved. Each request will be evaluated with a view to reconciling the department's needs with the rights of certified eligibles.

2. To add or change special conditions on a PERSONNEL REQUISITION that is in the approval process, the department must simultaneously:
 - a. Write to the General Manager, Personnel requesting that the PERSONNEL REQUISITION be withheld from certification pending the approval of changed or modified special condition; and,
 - b. Submit a REQUISITION MODIFICATION form which specifies the changes requested.

PROCESS - CIVIL SERVICE COMMISSION

1. After receipt and logging, the PERSONNEL REQUISITION or REQUISITION MODIFICATION is sent to the Classification Unit where any special conditions, other than bilingual or Rule 34 (Employment of the Severely Disabled) requirements, are reviewed.
 - a. If there are questions, the department is contacted and the PERSONNEL REQUISITION/REQUISITION MODIFICATION may be held until the matter is resolved.

Subject 15: Separations III - Layoff

Section 3: Exception to the Order of Layoff (continued)

- b. If the special conditions as well are approved, the PERSONNEL REQUISITION/REQUISITION MODIFICATION is sent to the Timeroll Audit and Certification Units.
2. PERSONNEL REQUISITIONS/REQUISITION MODIFICATIONS with bilingual requirements or a Rule 34 appointment are reviewed by the Civil Service Commission EEO Unit. After approval they are sent to the Timeroll Audit and Certification Units.
3. All data from each PERSONNEL REQUISITION/REQUISITION MODIFICATION is entered into the Civil Service computer for use in the certification process.
4. All PERSONNEL REQUISITIONS/REQUISITION MODIFICATIONS which have special conditions that may be used as exceptions to the order of layoff are calendared for action by the Civil Service Commission whose approval is required by Rule 32.05(c). Each department whose PERSONNEL REQUISITIONS/REQUISITION MODIFICATIONS with special conditions or qualifications is being reviewed by the Civil Service Commission is notified of the hearing date and subsequent action.

IMPLEMENTING AN EXCEPTION TO THE ORDER OF LAYOFF (EOL)1. RULE 34 APPOINTEES AS EXCEPTIONS TO THE ORDER OF LAYOFF (EOL)

Civil Service Commission Rule 34 - Exempt Employment of Individuals Who Are Severely Disabled, provides departments with the authority to designate positions to be used for the appointment of severely disabled individuals to entry level positions. Appointments made under Rule 34 are exempt from the civil service appointment provisions of the Charter. At its meeting of May 6, 1988 the Civil Service Commission approved all exempt positions existing at that time which were designated for employment of the severely disabled as EOLs. Any positions so designated by a department in the future will be submitted for Commission review under the program detailed above. Keep in mind that once a Rule 34 appointee transitions to permanent civil service status, he/she is no longer an EOL.

2. CANVASSING MORE SENIOR EMPLOYEES AND INTRADEPARTMENTAL REASSIGNMENT

With the exception of EOLs for exempt positions designated for employment of the severely disabled, a department must canvass more senior employees in the class and department prior to exercising an EOL to determine if any of those individuals possesses the special skill or qualification and is available to perform the required duties. If a more senior employee possesses the required skill or qualification and is available to perform the duties, the appointing officer must assign that employee to the position which has been authorized for the EOL. If there is more than one employee available, the decision of the appointing officer is final in

Subject 15: Separations III - Layoff

Section 3: Exception to the Order of Layoff (continued)

assigning an employee from among the more senior employees who possess the required skill or qualification. In this case, the following documentation (both "a" and "b") must be submitted TOGETHER to the Civil Service Commission:

- a. The "green" and "blue" copies of the SEPARATION REPORT (Form CSC 1-67) for the employee currently occupying the position authorized for Exception to the Order of Layoff. This SEPARATION REPORT must indicate either the "Layoff" or "Involuntary Leave" of the current incumbent (Section 6 of the form must be completed); and,
- b. The "green" and "blue" copies of the SEPARATION REPORT (Form CSC 1-67) for the employee being reassigned to the position authorized for Exception to the Order of Layoff. Section 1 (Reassignment) of this SEPARATION REPORT must be completed reflecting the assignment of the more senior employee to the requisition for the position requiring the EOL.

OR: If none of the more senior employees in the department is available or possesses the required skill or qualification, the following documentation (both "c" and "d") must be submitted TOGETHER to the Civil Service Commission.

- c. A SEPARATION REPORT (Form CSC 1-67) for the least senior employee in the class in the department who does not have the required skill or special qualification required for the position (Section 6 of the SEPARATION REPORT must be completed); and,
- d. A written statement SIGNED BY THE APPOINTING OFFICER stating that all of the more senior employees in the class has been canvassed and none possesses the required skill or qualification. Proof of the canvassing of employees must be retained in the department and be readily available for audit by Civil Service Commission staff.

3. EFFECT OF EXERCISING AN EXCEPTION TO THE ORDER OF LAYOFF (EOL)

Once an EOL has been exercised, the Civil Service Commission Certification Unit will canvass all the more senior holdovers in the class to determine if any of them possesses the special skill or qualification. Consequently, an employee who is retained based on an EOL must be notified of the possibility of being displaced by a more senior holdover from the Holdover Roster. Due to the specific Charter authority governing the nature of the employment of the severely disabled, the Civil Service Commission will not canvass holdover rosters for positions that have been designated for employment of the severely disabled despite the exercise of an EOL.

Subject 15: Separations III - Layoff

Section 3: Exception to the Order of Layoff (continued)

Employees in positions in which an EOL has been exercised are no longer protected by the "Five-Year Rule" provided in Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08(B)(1), and are subject to displacement by any holdover with greater seniority who possesses the requisite special skill or qualification. For example, an employee with six (6) years of permanent service in a position which has been excepted from the order of layoff may be displaced by a holdover who has more than six (6) years of permanent service and who possesses the required special skill or qualification.

Subject 15: Separations III - Layoff

Section 4: Return to Duty

PURPOSE

- To describe the process by which an employee is returned to duty from a promotive appointment or a holdover roster;
- To explain "bumping" process which may occur as a result of a layoff;
- To outline seniority considerations.

RESOURCES

Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

Civil Service Commission Rule 13 - Reinstatement and Reappointment.

ABRIDGEMENT OF LEAVE FOLLOWING LAYOFF - PERMANENT EMPLOYEE ON LEAVE

A permanent employee on leave to accept a provisional (NCS or LT) or temporary (TCS) appointment who is being laid off from the temporary or provisional appointment notifies the department from which the leave was taken that the leave will be abridged.

1. Notification of the abridgement of leave is the responsibility of the employee who will be returning from another appointment.
2. A SEPARATION REPORT is completed by the current department indicating a layoff from the temporary or provisional appointment (See Section 2 above).

RETURN TO DUTY - PERMANENT AND PROBATIONARY EMPLOYEES

Permanent and probationary employees who have been laid off or placed on involuntary leave are ranked on a permanent holdover roster from which they may be certified under the Rule of One for return to duty as follows:

1. To a vacant position in the same class and department from which laid off.
 - a. If a PERMANENT vacancy:
 - Retains original city-wide and departmental seniority dates minus the period of time on the holdover roster; completes remainder of probationary period, if necessary.
 - Refusal to return to duty is deemed a resignation; the employee's name is removed from the holdover roster and all employment rights with the City and County are forfeited. However, the holdover may refuse a part-time position and remain eligible for full-time employment.

Subject 15: Separations III - LayoffSection 4: Return to Duty (continued)

b. If a TEMPORARY (TCS) vacancy:

- Acceptance will not affect future offers for return to duty on a permanent basis.
- Refusal of a temporary position will be considered a waiver of all temporary employment. Such waiver may be withdrawn in accordance with Civil Service Commission Rules governing waivers.

OR: 2. To a vacant position in the same class in a different department from which laid off.

a. If a PERMANENT vacancy:

- Serves a new probationary period and retains original city-wide seniority date, minus the period of time on the holdover roster. Departmental seniority in the new department dates from certification to the new department.
- Refusal of the offer of return to duty places the employee under waiver for that department. Such waiver may be withdrawn only with the approval of the General Manager, Personnel. Refusal of a part-time position does not affect eligibility for a full-time position.

b. If a TEMPORARY vacancy:

- Acceptance will not affect future offers for return to duty on a permanent basis.
- Refusal will be considered a waiver of all temporary employment. Such waiver may be withdrawn only with the permission of the General Manager, Personnel.

In addition to gaining eligibility for return to duty from a permanent holdover roster for the class from which laid off, permanent and probationary employees may:

1. Exercise "bumping" rights if:

- a. There are temporary, exempt or provisional appointees in the class in any department.
- b. They are laid off from a position in a class listed in the Appendix to Civil Service Commission Rule 32. In these cases, an employee who has been laid off may displace the least senior appointee in the class citywide.

Subject 15: Separations III - Layoff

Section 4: Return to Duty (continued)

- c. They are laid off from a position in a class not listed in the Appendix to Civil Service Commission Rule 32 and have five years seniority in the class immediately prior to layoff. In this case, an employee who has been laid off may displace the least senior appointee in the class in citywide department who has less than five (5) years service in the class. If there are vacant positions or positions filled by temporary or provisional employees, the employee will be certified to those positions and will not be allowed to displace permanent employees.

OR: 2. When laid off from an entrance appointment:

- a. Reinstatement to a position in the class and department held on a permanent basis immediately prior to the appointment from which laid off. The General Manager, Personnel may direct reinstatement to the former class in any department, or if neither of these options is available, the Civil Service Commission may approve an appointment to a position in a similarly related class, provided no permanent (PCS) or temporary (TCS) incumbent is adversely affected.
- b. If reinstated to the class and department held prior to the appointment from which laid off, there will be no new probationary period and departmental seniority dates from the original seniority date in class.
- c. If reinstated to the class held prior to the appointment from which laid off in a different department, a new probationary period is required and departmental seniority dates from the new appointment.
- d. Refusal to reinstate to a formerly held position will not affect standing on the holdover roster for return to duty in the class in which the layoff occurred, but will cancel all rights to reinstatement in the formerly held class.

Note: See Section 5 - "Questions and Answers" for information concerning other aspects of layoff from entrance appointments.

3. When laid off from a promotive appointment:

- a. Reinstatement to a position in the class from which promoted. The General Manager, Personnel may direct reinstatement to the former class in any department, or if neither of these options is available, the Civil Service Commission may approve an appointment to a position in a similarly related class, provided no certified incumbent is adversely affected.
- b. If reinstated to the class and department held prior to the appointment from which laid off, there will be no new probationary period and departmental seniority dates from the original seniority date in class.

Subject 15: Separations III - Layoff

Section 4: Return to Duty (continued)

- c. Refusal to reinstate to a formerly held position will not affect standing on the holdover roster for return to duty in the class in which the layoff occurred, but will cancel all rights to reinstatement in the formerly held class.
- d. If an employee has completed the probationary period in a promotive appointment that is two or more steps higher in the occupational series than the permanent position from which promoted, the employee may be returned to a position in an intermediate class, subject to the following:
 - 1) Seniority
 - a) If the position to which reinstated is in the same department as the position from which laid off, city-wide seniority and departmental seniority dates from certification to the position from which laid off. For example, an employee laid off from a permanent position in class 1406 and reinstated to a permanent position in class 1404 in the same department has city-wide and departmental seniority calculated from the date of certification in class 1406.
 - b) If the position to which reinstated is in a different department than the position from which laid off, city-wide seniority dates from certification to the position from which laid off and departmental seniority dates from certification to the position to which reinstated. For example, an employee laid off from a permanent position in class 1654 in one department and reinstated to a permanent position in class 1652 in a different department would have city-wide seniority in class 1652 from the date of certification in class 1654 and departmental seniority from the date of certification by reinstatement in class 1652.
 - 2) Probationary period must be completed in the intermediate class if the employee has not previously completed a probationary period in the intermediate class.

RETURN TO DUTY - TEMPORARY (TCS) EMPLOYEES

When the name of a laid off temporary (TCS) employee is returned to the eligible list and that list expires before the employee has returned to duty, the employee's name is placed on a temporary holdover roster. The employee's name may remain on the temporary holdover roster for a maximum of five years from the date the list expired.

Subject 15: Separations III - Layoff

Section 4: Return to Duty (continued)

When it is not possible to return the name of a temporary employee who has been laid off to the eligible list from which the appointment was made, the employee's name is placed on a temporary holdover roster in order of total temporary seniority in the class for return to duty as follows:

1. Rule of One certification to a temporary position in the class from which laid off, after that position has been offered to any permanent holdovers in the class.
2. Refusal of an offer to return to duty to a full-time position or resignation after a return to duty will cancel all temporary holdover rights in that class. Temporary holdovers may refuse less than full-time employment and remain eligible for full-time temporary appointment.

Subject 15: Separations III - Layoff

Section 5: Rescinding or Amending a Layoff

PURPOSE

- To outline the departmental procedures which must be followed to rescind a layoff and cancel other actions taken as a result of reporting the layoff.
- To describe the steps required to amend a layoff.

RESCINDING A LAYOFF

1. The department prepares a letter to the Civil Service Commission stating that the layoff of an employee is being rescinded. Attach a copy of the SEPARATION REPORT (CSC -167) which was previously submitted.
2. Send the letter to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, who will forward the original to the CSC Certification Unit which will process the rescission.
3. Copies of the letter must be sent to:
 - The employee
 - The employee's personnel file
 - Civil Service Commission Timeroll Audit Unit
 - Health Service System
 - Retirement System
 - Gates, McDonald, if a SEPARATION REPORT was sent with the original layoff.

CANCELLING PERSONNEL ACTIONS RELATED TO THE RESCISSION OF A LAYOFF

In some cases, the layoff of one employee may result in a subsequent layoff of one or more other employees or may affect the appointment status of one of more other employees. Conversely, when the original layoff is rescinded departments must also rescind the transactions which affected additional employees.

Two types of situations may occur when a layoff is rescinded:

1. Subsequent layoffs of employees in lower classes who would have been bumped as a result of the original layoff must be rescinded. In this case, follow the procedures described above for RESCINDING A LAYOFF.

Subject 15: Separations III - Layoff

Section 5: Rescinding and Amending a Layoff

2. Reassignments of less senior employees in the class to which the laid off employee would have bumped must also be rescinded. In this case, send a letter stating that the reassignment of the employee has been rescinded to the Assistant Secretary, Civil Service Commission, Room 153 City Hall with a copy of the original SEPARATION REPORT (CSC 1-67) attached. Copies of the letter and the SEPARATION REPORT also must be sent to the employee, the employee's personnel file and the Civil Service Commission Timeroll Audit Unit.

AMENDING A LAYOFF

Changing any information, e.g., date, type of layoff, reason for layoff, on the original SEPARATION REPORT constitutes an amendment.

1. The department must prepare a new SEPARATION REPORT (CSC 1-67) and type at the top right hand corner "AMENDED" and type the word "amended" in parentheses in the changed information field, e.g. Date Effective, Type of Lay-Off, etc.
2. Forward copies of the amended SEPARATION REPORT to each agency to which the original document was sent.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers

PURPOSE

To respond to frequently asked questions about the layoff, holdover and return-to-duty processes.

The "Questions and Answers" that follow are grouped under the following topic headings which are noted at the top of each page:

SENIORITY

ORDER OF LAYOFF

REINSTATEMENT

GENERAL CIVIL SERVICE

In addition, these "Questions and Answers" are indexed by Rule 32 Section.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Index

LAYOFF QUESTIONS AND ANSWERS
INDEX BY SUBJECTSENIORITY

1. Is city-wide seniority affected while on a Holdover Roster?
2. Will time spent on a Holdover Roster affect an employee's anniversary date for the purpose of determining vacation and sick pay benefits?
3. How is a Combined Promotive and Entrance (CPE) list used as a tie-breaking device for seniority?
4. How is seniority calculated for a part-time employee certified or transitioned to a full-time position?
5. How is seniority calculated for a disability transferee?
6. What is meant by the term "Temporary" in Civil Service Commission Rule 32.02 (F)?
7. Is time served as a non-civil service appointee used in the calculation of seniority for non-civil service and limited tenure employees?

ORDER OF LAYOFF

1. Can a permanent or probationary employee be laid off before a limited tenure, non-civil service or exempt employee?
2. What is the order of layoff in classes comprised of both civil service and exempt employees?
3. How are layoffs effected in those classes which currently require special licenses or certificates as a condition of employment?
4. What affect does an "Exception to the Order of Layoff (EOL) have on an incumbent in a position that requires a special skill or qualification?

REINSTATEMENT

1. Do employees have reinstatement rights to positions in classes where they did not complete probation?
2. Can an employee who has taken a "double or triple jump" promotion reinstate to an intermediate class following layoff?

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Index (continued)

REINSTATEMENT (cont.)

3. To which class will a disability transferee reinstate following layoff?
4. What is the appointment date for an employee being reinstated in a class where a background investigation is required?
5. What is the effect of a reclassification action on reinstating employees?
6. What is the duration of the probationary period upon reinstatement to a position in the same class but a different department?

GENERAL CIVIL SERVICE ISSUES

1. What is a department for layoff purposes?
2. What is an "Occupational Series"?
3. What effect does a layoff have on a requisition?

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Index (continued)

LAYOFF QUESTIONS AND ANSWERS
INDEX BY RULE SECTION

<u>RULE 32</u> <u>SECTION</u>	<u>ISSUE</u>	<u>TYPE</u>
32.02(A)	What is a department for layoff purposes?	General
32.02(A)	Is city-wide seniority affected when on a Holdover Roster?	Seniority
32.02(A)(1)	How is seniority calculated for part-time employees certified or transitioned to a full-time position?	Seniority
32.02(A)(1)	How is seniority for a disability transferee?	Seniority
32.02(E)	How is a CPE list used as a tie-breaking device?	Seniority
32.02(F)	What is meant by the term "Temporary?"	Seniority
32.02(F)	Is time served as a non-civil service appointee used in the calculation of seniority for non-civil service and limited tenure employees?	Seniority
32.04	What is a department for layoff purposes?	General
32.04	Can a permanent or probationary employee be laid off before a limited tenure, non-civil service or exempt employee?	Order of Layoff
32.04	How are layoffs effected in those classes which currently require special licenses or certificates as a condition of employment?	Order of Layoff
32.04	What is the order of layoff in classes comprised of both civil service and exempt employees?	Order of Layoff
32.07	What affect does an Exception to the Order of Layoff have on an incumbent in a position that requires a special skill or qualification?	Order of Layoff
32.08	To which class will a disability transferee reinstate following layoff?	Reinstatement
32.08	What is the appointment date for an employee being reinstated in a class where a background investigation is required?	Reinstatement

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Index (continued)

LAYOFF QUESTIONS AND ANSWERS
INDEX BY RULE SECTION
(cont'd)

<u>RULE 32</u> <u>SECTION</u>	<u>ISSUE</u>	<u>TYPE</u>
32.08	Will time spent on a Holdover Roster affect an employee's anniversary date for the purpose of determining vacation and sick pay benefits?	Seniority
32.08(D)	What is the duration of the probationary period upon reinstatement to a position in the same class but a different department?	Reinstatement
32.09	To which class will a disability transferee reinstate following layoff?	Reinstatement
32.09	Can an employee who has taken a "double or triple jump" promotion reinstate to an intermediate class following layoff?	Reinstatement
32.09	Do employees have reinstatement rights to positions in classes where they did not complete probation?	Reinstatement
32.09	What is the appointment date for an employee being reinstated in a class where a background investigation is required?	Reinstatement
32.09	Will time spent on a Holdover Roster affect an employee's anniversary date for the purpose of determining vacation and sick pay benefits?	Reinstatement
32.09(A)(1)	What is the effect of a reclassification action on reinstating employees?	Reinstatement
32.09(A)(4)	What is an "Occupational Series"?	General
32.09(C)	What is the duration of the probationary period upon reinstatement to a position in a different class and/or department?	Reinstatement
32.10(A)	Is city-wide seniority affected when on a Holdover Roster?	Seniority
32.10(C)	What is the duration of the probationary period upon reinstatement to a position in a different class and/or department?	Reinstatement
	What effect does a layoff have on a requisition?	General

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority

SENIORITY

QUESTION #1: Is an employee's city-wide seniority in a class affected when the employee is laid off and placed on a Holdover Roster?

ANSWER: Yes. As provided in Section 32.02(B), seniority in a class does not continue to accumulate while on a Holdover Roster. The employee's city-wide seniority date will be adjusted by the number of calendar days the individual remains on the Holdover Roster.

EXAMPLE:

<u>ORIGINAL SENIORITY</u> <u>DATE</u>	<u>LAYOFF</u> <u>DATE</u>	<u>TIME ON</u> <u>HOLDOVER ROSTER</u>	<u>RETURN TO DUTY</u> <u>DATE</u>	<u>NEW SENIORITY</u> <u>DATE</u>
1-1-88	7-1-88	7-2-88 to 7-4-88 (3 days)	7-5-88	1-4-88 (deduct 3 days from original seniority class)

Rule 32, Sections 32.02(A) and 32.10(A).

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)

SENIORITY

QUESTION #2: If an employee's seniority date is adjusted by the number of calendar days spent on a Holdover Roster, what affect does the adjustment have on the employee's anniversary date for the purpose of determining vacation or sick pay benefits?

ANSWER: The adjustment of an employee's seniority date does not affect the employee's anniversary date for the purpose of determining vacation and sick pay benefits.

Rule 32, Section 32.08 and 32.09. See also Section 32.10(A)(16).

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)SENIORITY

QUESTION #3: In the event of a tie in seniority, Civil Service Commission Rule 32 provides a mechanism for breaking ties including the use of rank and whether the appointment was made from a Promotive (P) or Entrance (E) eligible list, but is silent on how a Combined Promotive & Entrance list is applied. How is a Combined Promotive and Entrance list (CPE) used as a tie-breaking device?

ANSWER: Consistent with Rule 10, Section 10.02, in the event of a tie in seniority, seniority of civil service appointees will be determined by rank on the eligible list. In determining rank, earlier eligible lists have priority over later eligible lists; Promotive lists have priority over Combined Promotive and Entrance lists; Combined Entrance and Promotive lists have priority over Entrance lists. Therefore, the order of determining rank on an eligible list shall be as follows with earlier lists having priority over later lists within each category:

- A. Promotive (P)
- B. Combined Promotive and Entrance (CPE)
- C. Entrance (E)

EXAMPLE:

	<u>CERTIFICATION</u> <u>DATE</u>	<u>LIST</u> <u>NUMBER</u>	<u>DATE LIST</u> <u>ADOPTED</u>	<u>SENIORITY</u> <u>ORDER</u>
EMPLOYEE X	1/1/88	CPE-3	6/30/87	2
EMPLOYEE Y	1/1/88	E-4	6/30/87	3
EMPLOYEE Z	1/1/88	P-2	6/30/87	1

(Employee Z is the most senior and Employee Y is the least senior)

NOTE 1: For Combined Promotive and Entrance lists, it does not matter whether an employee took an examination on an entrance or promotive basis; rank on the list will be the determining factor for the purpose of calculating seniority.

NOTE 2: For eligible lists adopted after December 6, 1992, length of service in the class or in the city service will be used if rank on the eligible list does not break the tie.

Rule 32, Section 32.02(E). See also Civil Service Commission Rule 10 - Eligible Lists.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)

SENIORITY

- QUESTION #4:
1. What is the seniority date for an employee certified to a position from a part-time list who was later certified from a full-time list to a full-time position?
 2. What is the seniority date for an employee who was advanced from a part-time position to a full-time position under Civil Service Commission Rule 14?

ANSWER: When calculating seniority for an employee who was part-time and who was later certified from a list or advanced to a full-time position in the same class and department, the seniority date of the original appointment shall be used for determining seniority in the class.

Rule 32, Sections 32.02(A)(1). See also Civil Service Commission Rule 14 - Part-time and As-Needed Employment.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)

SENIORITY

QUESTION #5: How is seniority calculated for an employee who has been granted a disability transfer from one class to another class in the same or different department?

ANSWER: Employees who transfer due to disability under the provisions of Civil Service Commission Rule 20, Section 20.03, carry into the new class all seniority from the former class.

EXAMPLES:

Prior Appointment

<u>DEPT.</u>	<u>CLASS</u>	<u>SENIORITY</u>
A	9163	10 yrs.

New Appointment - Different Department

<u>DEPT.</u>	<u>CLASS</u>	<u>SENIORITY</u>	<u>TOTAL SENIORITY</u>
B	1404	2 yrs.	12 yrs.

Prior Appointment

<u>DEPT.</u>	<u>CLASS</u>	<u>SENIORITY</u>
A	9163	10 yrs.

New Appointment - Same Department

<u>DEPT.</u>	<u>CLASS</u>	<u>SENIORITY</u>	<u>TOTAL SENIORITY</u>
A	9110	2 yrs.	12 yrs.

Rule 32, Section 32.02(A)(1). See also: Rule 11 - Certification of Eligibles and Rule 20 - Transfers.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)

SENIORITY

QUESTION #6: What is meant by the term "Temporary" in Section 32.02(F)?

ANSWER: The term "Temporary" used in Section 32.02(F) refers to "temporary civil service" (TCS), i.e., temporary certified from a civil service list.

Rule 32, Section 32.02(F)

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Seniority (continued)

SENIORITYQUESTION #7:

Is time served as a non-civil service (NCS) appointee used in the calculation of seniority for non-civil service (NCS) and limited tenure (LT) employees?

ANSWER:

When calculating seniority for current NCS or LT employees in a class, prior service within the class as a NCS employee is not used in determining seniority. However, prior service in a class as a TCS or LT employee will be combined with current NCS or LT service for the purpose of calculating seniority in the class as long as the service in the class and department has been continuous.

EXAMPLES:

<u>PRIOR STATUS</u>				<u>CURRENT STATUS</u>		<u>SENIORITY IN CLASS</u>
<u>CLASS</u> 1404	<u>DEPT.</u> A	<u>NCS</u> *4 MO.	<u>TCS</u> 4 MO.	<u>LT</u> 12 MO.	<u>NCS</u> 2 MO.	<u>TOTAL</u> 18 MO.

<u>PRIOR STATUS</u>				<u>CURRENT STATUS</u>		<u>SENIORITY IN CLASS</u>
<u>CLASS</u> 1404	<u>DEPT.</u> A	<u>TCS</u> 4 MO.	<u>NCS</u> *2 MO.	<u>LT</u> 12 MO.		<u>TOTAL</u> 16 MO.

*not included in calculation of seniority

Rule 32, Section 32.02(F)

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Order of Layoff

ORDER OF LAYOFF

QUESTION #1: Can a permanent or probationary employee be laid off before a limited tenure, non-civil service or exempt employee?

ANSWER:

No. Layoffs under Civil Service Commission Rules are ordinarily effected by inverse seniority. However, under certain circumstances, employees may volunteer to be laid off regardless of their seniority. Civil Service Commission Rules also require that layoffs, including voluntary layoffs, be done by status in a class in a department in the following order: first, non-civil service; second, exempt; third, limited tenure; fourth, temporary (TCS); fifth, probationary; and last, permanent. All employees in each status must be laid off prior to effecting layoffs in the next status, i.e.,

- (1) all non-civil service employees in the class must be laid off before any exempt employees in the class are laid off;
- (2) all exempt employees in the class must be laid off before any limited tenure employees in the class are laid off.
- (3) all limited tenure employees in the class must be laid off prior to the layoff of any temporary employees in the class;
- (4) all temporary employees in the class must be laid off prior to the layoff of any probationary employees in the class;
- (5) all probationary employees in the class must be laid off prior to the layoff of any permanent employees in the class.

Accordingly, requests to be laid off may be approved by employment status only. In other words, approval cannot be granted to limited tenure employees who elect to be laid off when there are non-civil service employees in the same class; approval for temporary employees cannot be granted when there are limited tenure employees in the class, etc.

Rule 32, Section 32.04.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Order of Layoff (continued)

ORDER OF LAYOFF

QUESTION #2: By Charter amendment certain classes which were previously civil service have been exempted from the civil service appointment and removal provisions of the Charter. However, any civil service incumbents in these classes at the time of the Charter amendment continue to enjoy their civil service status. What is the Order of Layoff when the class is comprised of both employees with civil service status and employees exempt from the civil service appointment and removal provisions of the Charter?

ANSWER: The Order of Layoff for employees in classes which are comprised of both civil service and exempt employees follow the usual order of layoff:

1. Non-Civil Service (NCS)
2. Exempt (PEX and TEX)
3. Limited Tenure (LT)
4. Temporary from an Eligible List (TCS)
5. Probationary (PCS)
6. Permanent (PCS)

Rule 32, Section 32.04.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Order of Layoff (continued)

ORDER OF LAYOFF

QUESTION #3: How are layoffs effected in those classes which in the past did not require special licenses or certificates but which are now required as a condition of employment?

ANSWER: For those classes which currently require a special license or certificate, but in the past did not, seniority in the class and department shall be the determining factor for layoff as long as the more senior employee can perform the duties of the less senior employee. In the event that a more senior employee is unable to perform the duties of the less senior employee because the more senior employee does not possess the required license or certificate, a request for exception to the order of layoff must be submitted to the Civil Service Commission as provided under Rule 32, Section 32.05.

Rule 32, Section 32.04. See also Rule 32, Section 32.05.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Order of Layoff (continued)

ORDER OF LAYOFF

QUESTION #4: When a department exercises an Exception to the Order of Layoff (EOL) a more senior employee is laid off and a junior employee possessing the special skill or qualification is retained, what effect does an exercise of the EOL have on the incumbent in the position that requires a special skill or qualification?

ANSWER: An EOL can be exercised only after all the more senior employees have been canvassed for the special skill or qualification. If an EOL has been exercised, a more senior Holdover in the class who possesses the special skill or qualification may "bump" the EOL incumbent regardless of the incumbent's tenure in the class. Employees in positions in which an EOL has been exercised are no longer protected by the "Five Year Umbrella" provided in Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08(B)(1) and are subject to being displaced by any holdover with greater seniority who possesses the special skill or qualification.

Rule 32, Section 32.07. See also Section Rule 32, 32.05(C).

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Reinstatement

REINSTATEMENT

QUESTION #1: Does an employee who has accepted a promotive or entrance appointment in another class have reinstatement rights following layoff if the employee did not complete the probationary period in the former class?

ANSWER: Consistent with the general principle in the Civil Service Commission Rules governing reinstatement rights to a position in a class, an employee who accepts an appointment in another class and has not completed the probationary period in the former class, does not have reinstatement rights. However, Section 32.09(B) provides that the Civil Service Commission may order that appointees in higher classes in a class series be deemed promotive for layoff purposes and that the employee may be reinstated to a lower class in the occupational series.

Rule 32, Section 32.09. See also Civil Service Commission Rule 13 - Reinstatement and Reappointment.

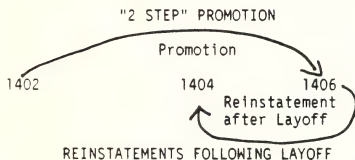
Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Reinstatement (continued)

REINSTATEMENT

QUESTION #2: How does an employee who has taken a "double or triple jump" (2-step or 3-step promotional) reinstate to a position in an intermediate class following layoff from a higher class?

ANSWER: No requests for a "2-Step" intermediate class reinstatement will be required. Acting under authority of Civil Service Commission Rule 32 - Layoff and Involuntary Leave, the General Manager, Personnel has authorized that all employees who have completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted, will be returned to a position in the intermediate rank(s) following layoff from the promotive class. If necessary, lay-offs in the intermediate ranks will follow.

EXAMPLE:

An employee laid off from a "2 step promotional" appointment to Class 1406 would reinstate to the intermediate rank in (Class 1404).

Rule 32, Section 32.09.

Subject 15: Separations III - Layoff

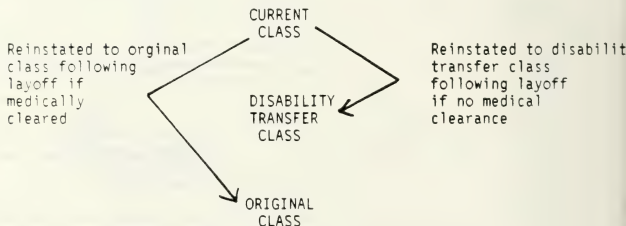
Section 6: Questions and Answers - Reinstatement (continued)

REINSTATEMENT

QUESTION #3: If an employee takes a disability transfer to another class, and later accepts or receives a permanent appointment to some other class, to which class does the employee reinstate following layoff from the most recent appointment?

ANSWER: The employee will be reinstated following layoff from the current class to a position in the class to which the disability transfer was taken. However, if the employee is able to prove recovery from the disability through medical clearance, the employee may be reinstated to a position in the class from which the disability transfer was granted.

EXAMPLE:



Rule 32, Sections 32.08 and 32.09. See also:
Rule 13 - Reinstatement and Reappointment
Rule 20 - Transfer
Charter Section 8.350 - Disability Transfer

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Reinstatement (continued)

REINSTATEMENT

QUESTION #4: Certain departments require that individuals pass a background investigation as a condition of employment. Will the start work date for a laid off employee who has been reinstated to a department requiring a background investigation be delayed pending the completion of the investigation?

ANSWER: No, the appointment will not be delayed. The employee will be reinstated as provided in Civil Service Commission Rule 32 - Layoff and Involuntary Leave. In the event that the employee does not pass the background investigation, the department will separate the employee as provided in Rule 6 - Separation Hearings and Procedures.

Rule 32, Sections 32.08 and 32.09.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Reinstatement (continued)

REINSTATEMENT

QUESTION #5: When a position that is occupied by a permanent incumbent has been designated for reclassification to a higher or lower class, the reclassification is held in abeyance until the reclassification action does not adversely affect the incumbent permanent employee. If the permanent incumbent in the position pending reclassification is "bumped" by a more senior employee, what effect does the bumping have on the position that is awaiting reclassification?

ANSWER: Consistent with the provisions of Rule 7 - Classification and Charter Section 3.661 - General Powers and Duties, the civil service rights of an incumbent in a position that has been reclassified cannot be adversely affected by a reclassification. Therefore, when an employee is reinstated to a position as provided under Rule 32 - Layoff and Involuntary Leave, the department cannot effect a reclassification of the position if the reinstated employee will be adversely affected.

Rule 32, Section 32.09(A)(1). See also:

Rule 7 - Classification

Charter Section 3.661 - General Powers and Duties

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - Reinstatement (continued)

REINSTATEMENT

QUESTION #6: What is the duration of a probationary period an employee is required to serve upon reinstatement by layoff to a position in the same class and a different department?

ANSWER: If an employee is reinstated by layoff to a position in a class in which the probationary period was completed, the employee will serve a probationary period in the new department of the same length as the original probationary period, even if the probationary period has been lengthened by amendment to the Appendix of Civil Service Commission Rule 16.

Consistent with Rule 16, Section 16.04(D), the appointing officer may credit, as time served toward the completion of the probationary period, prior permanent appointment in the same class, not to exceed the total length of the period(s) of appointment up to a maximum credit of one-half (1/2) of the required length of the probationary period.

Rule 32, Sections 32.08(D), 32.09(C), and 32.10(C)(2). See also Civil Service Commission Rule 16 - Probationary Period.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - General Civil Service Issues

GENERAL CIVIL SERVICE ISSUES

QUESTION #1: What is a "department" for layoff purposes?

ANSWER: As defined under Civil Service Commission Rule 2, Section 2.13, a department is an organizational unit or units under one charter appointing officer. The Civil Service Commission and the City Attorney's Office have jointly determined that the following are departments for effecting layoffs:

Academy of Science (60)	Library (41)
Adult Probation (13)	Mayor (25)
Agriculture/Weights and Measures (72)	Medical Examiner/Coroner (74)
Airport (27)	Municipal Court (11)
Animal Care and Control (76)	Office of Citizens Complaints (38)*
Art Commission (28)	Parking and Traffic (36)
Asian Arts Museum (62)	Permit Appeals (37)
Assessor (02)	Police (38)
Board of Supervisors (01)	Port (39)
Chief Administrative Officer (70)	Public Defender (05)
City Attorney (03)	Public Health, includes
City Planning (29)	Central Office (83)
Civil Service (30)	Community Mental Health (87)
Commission on Aging (26)	Laguna Honda Hospital (85)
Commission on Status of Women (48)	S.F. General Hospital (86)
Community College District (14)	Public Utilities (40), includes:
Controller (09)	Hetch Hetchy (32)
Convention Facilities Management (93)	Municipal Railway (35)
County Clerk (15)	Water (47)
District Attorney (04)	Light, Heat, and Power (49)
Electricity (75)	Public Works (90)
Fine Arts Museum (61)	Purchaser (91)
Fire (31)	Real Estate (71)
Governmental Services, includes:	Recreation and Park (42)
Recorder (78)	Rent Arbitration (65)
Registrar (80)	Retirement (44)
Public Administrator-Guardian (79)	Sheriff (06)
Health Service (33)	Social Services (45)
Human Rights (34)	Superior Court (10)
Juvenile Probation (12)	Treasurer/Tax Collector (08)
Law Library (63)	Unified School District (07)
	War Memorial (46)

*The Office of Citizens' Complaints is included in the Police Department's budget, but it is a separate department for layoff purposes.

Rule 32, Section 32.02(A), and Section 32.04. See also Civil Service Commission Rule 2 - Definitions.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - General Civil Service Issues (continued)

GENERAL CIVIL SERVICE ISSUES

QUESTION #2: What is an "Occupational Series" as used in Civil Service Commission Rule 32, Section 32.09 (A)(4)?

ANSWER: Consistent with Rule 7, Section 7.02, classes which perform the same kind of work but differ in the level of responsibility comprise an occupational series.

EXAMPLES:

Planner Series

5263 Planner V
5282 Planner IV
5286 Planner III
5278 Planner II
5277 Planner I

Accountant Series

1658 Chief Accountant
1656 Head Accountant
1654 Principal Accountant
1652 Senior Accountant
1650 Accountant

Management Assistant Series

1844 Sr. Management Assistant
1842 Management Assistant
1840 Jr. Management Assistant

Rule 32, Section 32.09(A)(4). See also Civil Service Commission Rule 7 Classification.

Subject 15: Separations III - Layoff

Section 6: Questions and Answers - General Civil Service Issues (continued)

GENERAL CIVIL SERVICE ISSUES

QUESTION #3: What effect does a layoff have on a requisition?

ANSWER:

When an employee is laid off, the requisition (whether permanent, temporary or declared permanent) to which the employee was assigned will be automatically canceled by both the Civil Service Commission and the Controller with the following exceptions:

Temporary requisitions funded out of temporary salaries for as-needed or multiple employments;

Requisitions which are vacated due to displacement ("bumping") of an incumbent under civil service layoff or certification procedures; and,

Separations necessitated by the transition of an incumbent on the same requisition from one status to another, e.g., from non-civil service to limited tenure status; or, from non-civil service status pending appointment processing to permanent status.

REDUCTION IN FORCE

OPTIONS FOR PERMANENT AND PROBATIONARY EMPLOYEES

Method of Separation	BENEFITS				Placement on Holdover Roster
	Membership in Employees Retirement System	Membership in Health Service System	Eligibility for Unemployment Compensation	Eligible for Payment for Accumulated Unused Vacation	
Voluntary Layoff	No	No	**	Yes	Yes+
Involuntary Layoff	No	No	**	Yes	Yes
Involuntary Leave	Yes	Yes*	**	No	Yes
Elective Involuntary Leave	Yes	Yes*	**	No	Yes+

TEMPORARY AND PROVISIONAL

Voluntary Layoff	No	No	**	Yes	+ Yes++
Involuntary Layoff	No	No	**	Yes	Yes++

*If employee was a member and continues to pay employee portion of premium.

+Under general waiver.

**Subject to determination by State of California Employment Development Department.

++If appointed from an eligible list

(40608)

2. When you have been officially notified that your time has been reached for reemployment, you have 5 business days from the notification date to respond according to instructions on the notice.

3. It is the employee's responsibility to notify the Civil Service Commission, Room 52E, City Hall, of any change of address. Failure to respond to a notice of employment may result in the removal of your name from the Holdover Roster(s) and/or eligible lists.



Civil Service Commission
City and County of San Francisco

CLASSIFICATIONS WITH CITYWIDE SENIORITY
FOR LAYOFF PURPOSES

- 2708 Custodian
- 3402 Farmer
- 3417 Gardener
- 3428 Nursery Specialist
- 3434 Tree Topper
- 5310 Surveyor's Field Assistant
- 5312 Surveyor
- 6318 Construction Inspector
- 7306 Automotive Body & Fender Worker
- 7309 Car & Auto Painter
- 7311 Cement Mason
- 7313 Automotive Machinist
- 7318 Electronic Maintenance Technician
- 7319 Electric Motor Repairer
- 7326 Glazier
- 7328 Operating Engineer, Universal
- 7332 Maintenance Machinist
- 7333 Apprentice Stationary Engineer
- 7334 Stationary Engineer
- 7338 Electrical Line Worker
- 7344 Carpenter
- 7345 Electrician
- 7346 Painter
- 7347 Plumber
- 7348 Steamfitter
- 7355 Truck Driver
- 7358 Pattern Maker
- 7360 Pipe Welder
- 7367 Radio Technician
- 7372 Stationary Engineer, Sewage Plant
- 7375 Apprentice Stationary Engineer, Sewage Plant
- 7376 Sheet Metal Worker
- 7381 Automotive Mechanic
- 7388 Utility Plumber
- 7392 Window Cleaner
- 7395 Ornamental Iron Worker
- 7404 Asphalt Finisher
- 7410 Automotive Service Worker
- 7434 Maintenance Machinist Helper
- 7450 Shade and Drapery Worker
- 7514 General Laborer

Layoff &
Involuntary
Leave of
Absence
Information

February 1992

B

to the lay-off of any permanent employees in the class.

Accordingly, requests to be laid off may be approved by employment status only. In other words, approval cannot be granted to limited tenure employees who elect to be laid off when there are exempt and/or non-civil service employees in the same class; approval for temporary employees cannot be granted when there are non-civil service, exempt and/or limited tenure employees in the class, etc.

a
ce

d by

, be
t,
rary
status

d off

e any

ff

ior to

prior

LAYOFF & INVOLUNTARY LEAVE OF ABSENCE INFORMATION

This brochure has been prepared by the staffs of the Civil Service Commission, the Retirement System and the Health Service System. Please read it carefully.

This brochure outlines some of the basic provisions of the Civil Service Commission Rule governing layoffs and summarizes some of the services and benefits which are available to employees who are laid off or placed on involuntary leave.

Not every policy, rule or procedure related to layoffs is included and, in cases of discrepancies or omissions, the official rule governs. For more specific information refer to Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

If you have questions, your supervisor or Departmental Personnel Officer can either answer your question or get the answer for you.

Please keep this brochure for your future reference.

WHY WAS I LAID OFF?

Layoffs result from (a) lack of work or (b) lack of funds or (c) displacement (bumping) by an eligible from a Civil Service list or (d) retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority of employment within each status, class and department.

EMPLOYMENT STATUS

The different types of employment status are:

1. Provisional (non-civil service)
2. Exempt (appointive)
3. Provisional (limited tenure)
4. Temporary from an eligible list
5. Probationary
6. Permanent

Layoffs occur in this order as a general rule. In other words, all employees in each status in a class must be laid off before effecting layoffs in the next status, i.e., within each department:

1. All non-civil service employees in the class must be laid off before any exempt or limited tenure employees in the class are laid off;
2. All limited tenure employees in the class must be laid off before the layoff of any temporary employees in the class;
3. All temporary employees in the class must be laid off before the layoff of any probationary employees in the class; and,

4. All probationary employees in the class must be laid off before the layoff of any permanent employees in the class.

Within an employment status, the least senior employee in a classification and department is usually laid off first.

SENIORITY

If you are a permanent, probationary or temporary employee, your seniority is calculated from the date the Civil Service Commission notified you that your name had been reached for certification from an eligible list which resulted in your appointment. If you were appointed by reinstatement, transfer or by reappointment, seniority is calculated from the date of notice from the Civil Service Commission. If you are a limited tenure employee, your seniority is calculated from the date you began working in the class in the department. Temporary service does not count in computing permanent seniority. In the event of ties in seniority in a class within a department, the Civil Service Commission Rules provide a methodology for breaking such ties.

BUMPING

You may have been "bumped" by an employee who was laid off. The most common ways that this can happen are:

1. A permanent or probationary employee who is laid off may displace any temporary employee in the class in any department.
2. A promotive employee who was laid off may be bumped to the class from which promoted.
3. A permanent employee with five or more years of seniority in a class who is laid off has the right to "bump" the least senior employee with less than five years of permanent seniority in that class in any department.

Some classes have citywide seniority for layoff purposes regardless of length of service. Classes with citywide seniority are listed at the end of this brochure.

Other ways in which bumping occurs are addressed in Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

WHAT IS THE DIFFERENCE BETWEEN "LAYOFF" AND "INVOLUNTARY LEAVE"?

If you are a non-civil service, limited tenure or temporary employee, you will be placed on "layoff" status when separated from City service.

If you are a permanent or probationary employee

laid off and separated from City service, you have the right of being placed either in a "layoff" status or on "involuntary leave of absence" status. Choosing "involuntary leave" status allows you to continue membership in the Retirement and Health Service Systems. Choosing "layoff" status allows you to withdraw your contribution from the Retirement System, but ends your membership in the Health Service System. Should you return to City service after a "layoff," you will be placed in the Retirement Plan that was effective in November, 1976.

If you are a permanent or probationary employee, you will automatically be placed on "involuntary leave" status if you do not indicate which status you prefer. You may discuss this matter with your Personnel Officer, or representative of the Retirement or Health Service Systems.

WHAT ARE MY REEMPLOYMENT RIGHTS?

If you are laid off while you are on leave to another temporary, provisional or exempt City position, you have the right to return to your permanent class and department. If you are on such leave and laid off, you should immediately report back to the department in which you hold permanent status.

If you are a promotive employee in a permanent position you have the right to return to a position in the class and department from which you promoted or to a vacant position in that class in any City department. If neither one is available, it may be possible to be appointed to a position in a class similar to the class from which you were promoted or from which you were promoted, provided this does not affect permanent incumbents.

If you are a temporary employee who was appointed from an eligible list you will be returned to the rank and eligible list from which you were appointed. If you are laid off prior to the eligible list expires, your name will be placed on a "Temporary Holdover Roster" for the class in which you were laid off. If the eligible list of a laid off temporary employee has already expired at the time of layoff, the employee automatically becomes a "Temporary Holdover" as described above.

For a period of five years after the date of layoff, temporary holdovers are given preference for temporary employment ahead of eligibles on lists. Resignation from or expiration of any temporary appointment from a temporary holdover roster cancels all temporary holdover rights in that class.

Permanent and Probationary employees who are laid off or placed on involuntary leave of absence are called "Permanent Holdovers." They are not returned to the list of

eligibles from which they were appointed; rather, they are placed on a "Permanent Holdover Roster" in order of total permanent seniority in the class from which laid off. For a period of five years from date of layoff, permanent holdovers will be given preference for reemployment ahead of employees requesting transfer, reinstatement or reappointment and eligibles on Civil Service lists and reemployment rosters. Permanent holdovers may refuse offers of reemployment without penalty except that a refusal of an offer of reemployment to a permanent position in the class and department from which laid off will result in removal from the Holdover Roster for that class. Such refusal of return to duty is considered a resignation.

5. Limited tenure and non-civil service employees have no reemployment rights in the class from which laid off.

HOW ARE HOLDOVER ROSTERS USED?

1. Permanent Holdover rosters are used to fill both permanent and temporary positions. Temporary holdover rosters are used to fill positions on a temporary basis only. Permanent holdovers will be offered temporary employment before temporary holdovers.

2. Permanent holdovers may refuse temporary employment in any City department or permanent employment in a class or department other than that from which laid off. However, they will not again be offered such employment unless approved by the General Manager, Personnel.

3. Holdovers usually will not be required to pass a new medical examination upon return to work.

4. Acceptance of a permanent position in a class and department other than that from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff.

5. If a holdover is not reemployed within five years and has not forfeited holdover rights, the Civil Service Commission may, after review of all circumstances, extend the holdover status.

HOW ARE BENEFITS RESTORED?

Employees who return to duty from holdover rosters may regain the sick leave and vacation credits they accrued before they were laid off or placed on involuntary leave. The original anniversary date will be used in computing vacation, provided the employee was eligible for vacation, and in the case of a temporary employee, was reemployed

to the lay-off of any permanent employees in the class.

Accordingly, requests to be laid off may be approved by employment status only. In other words, approval cannot be granted to limited tenure employees who elect to be laid off when there are exempt and/or non-civil service employees in the same class; approval for temporary employees cannot be granted when there are non-civil service, exempt and/or limited tenure employees in the class, etc.

LAYOFF & INVOLUNTARY LEAVE OF ABSENCE INFORMATION

This brochure has been prepared by the staffs of the Civil Service Commission, the Retirement System and the Health Service System. Please read it carefully.

This brochure outlines some of the basic provisions of the Civil Service Commission Rule governing layoffs and summarizes some of the services and benefits which are available to employees who are laid off or placed on involuntary leave.

Not every policy, rule or procedure related to layoffs is included and, in cases of discrepancies or omissions, the official rule governs. For more specific information refer to Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

If you have questions, your supervisor or Departmental Personnel Officer can either answer your question or get the answer for you.

Please keep this brochure for your future reference.

WHY WAS I LAID OFF?

Layoffs result from (a) lack of work or (b) lack of funds or (c) displacement (bumping) by an eligible from a Civil Service list or (d) retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority of employment within each status, class and department.

EMPLOYMENT STATUS

The different types of employment status are:

1. Provisional (non-civil service)
2. Exempt (appointive)
3. Provisional (limited tenure)
4. Temporary from an eligible list
5. Probationary
6. Permanent

Layoffs occur in this order as a general rule. In other words, all employees in each status in a class must be laid off before effecting layoffs in the next status, i.e., within each department:

1. All non-civil service employees in the class must be laid off before any exempt or limited tenure employees in the class are laid off;
2. All limited tenure employees in the class must be laid off before the layoff of any temporary employees in the class;
3. All temporary employees in the class must be laid off before the layoff of any probationary employees in the class; and,

4. All probationary employees in the class must be laid off before the layoff of any permanent employees in the class.

Within an employment status, the least senior employee in a classification and department is usually laid off first.

SENIORITY

If you are a permanent, probationary or temporary employee, your seniority is calculated from the date the Civil Service Commission notified you that you had been reached for certification from an eligible list resulted in your appointment. If you were appointed by reinstatement, transfer or by reappointment, seniority is calculated from the date of notice from the Civil Service Commission. If you are a limited tenure employee, seniority is calculated from the date you began work in the class in the department. Temporary service does not count in computing permanent seniority. In the event of ties in seniority in a class within a department, the Civil Service Commission Rules provide a methodology for breaking such ties.

BUMPING

You may have been "bumped" by an employee who was laid off. The most common ways that this can occur are:

1. A permanent or probationary employee who was laid off may displace any temporary employee in the class in any department.
2. A promotive employee who was laid off may displace any employee in the class from which promoted.
3. A permanent employee with five or more years seniority in a class who is laid off has the right to displace any temporary employee with less than five years permanent seniority in that class in any department.

Some classes have citywide seniority for layoff purposes regardless of length of service. Classes with citywide seniority are listed at the end of this brochure.

Other ways in which bumping occurs are addressed in Civil Service Commission Rule 32 - Layoff and Involuntary Leave.

WHAT IS THE DIFFERENCE BETWEEN "LAYOFF" AND "INVOLUNTARY LEAVE"?

If you are a non-civil service, limited tenure or temporary employee, you will be placed on "layoff" when separated from City service.

If you are a permanent or probationary employee,

is laid off and separated from City service, you have the option of being placed either in a "layoff" status or on "involuntary leave of absence" status. Choosing "involuntary leave" status allows you to continue membership in the Retirement and Health Service Systems. Choosing "layoff" status allows you to withdraw your contribution from the Retirement System, but ends your membership in the Health Service System. Should you return to City service after a "layoff," you will be placed in the Retirement Plan that became effective in November, 1976.

If you are a permanent or probationary employee, you will automatically be placed on "involuntary leave" status if you do not indicate which status you prefer. You may discuss this matter with your Personnel Officer, or representative of the Retirement or Health Service Systems.

WHAT ARE MY REEMPLOYMENT RIGHTS?

1. If you are laid off while you are on leave to another (temporary, provisional or exempt) City position, you have the right to return to your permanent class and department. If you are on such leave and laid off, you should immediately report back to the department in which you hold permanent status.

2. If you are a promotive employee in a permanent position you have the right to return to a position in the class and department from which you promoted or to a vacant position in that class in any City department. If neither one of these is available, it may be possible to be appointed to a position in a class similar to the class from which you were laid off or from which you were promoted, provided this does not affect permanent incumbents.

3. If you are a temporary employee who was appointed from an eligible list you will be returned to the rank and eligible list from which you were appointed. If you are not rehired before the eligible list expires, your name will be placed on a "Temporary Holdover Roster" for the class in the order of total seniority. If the eligible list of a laid off temporary employee has already expired at the time of layoff, the employee automatically becomes a "Temporary Holdover" as described above.

For a period of five years after the date of layoff, temporary holdovers are given preference for temporary employment ahead of eligibles on lists. Resignation from or refusal of any temporary appointment from a temporary holdover roster cancels all temporary holdover rights in that class.

4. Permanent and Probationary employees who are laid off or placed on involuntary leave of absence are called "Permanent Holdovers." They are not returned to the list of

eligibles from which they were appointed; rather, they are placed on a "Permanent Holdover Roster" in order of total permanent seniority in the class from which laid off. For a period of five years from date of layoff, permanent holdovers will be given preference for reemployment ahead of employees requesting transfer, reinstatement or reappointment and eligibles on Civil Service lists and reemployment rosters. Permanent holdovers may refuse offers of reemployment without penalty except that a refusal of an offer of reemployment to a permanent position in the class and department from which laid off will result in removal from the Holdover Roster for that class. Such refusal of return to duty is considered a resignation.

5. Limited tenure and non-civil service employees have no reemployment rights in the class from which laid off.

HOW ARE HOLDOVER ROSTERS USED?

1. Permanent Holdover rosters are used to fill both permanent and temporary positions. Temporary holdover rosters are used to fill positions on a temporary basis only. Permanent holdovers will be offered temporary employment before temporary holdovers.

2. Permanent holdovers may refuse temporary employment in any City department or permanent employment in a class or department other than that from which laid off. However, they will not again be offered such employment unless approved by the General Manager, Personnel.

3. Holdovers usually will not be required to pass a new medical examination upon return to work.

4. Acceptance of a permanent position in a class and department other than that from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff.

5. If a holdover is not reemployed within five years and has not forfeited holdover rights, the Civil Service Commission may, after review of all circumstances, extend the holdover status.

HOW ARE BENEFITS RESTORED?

Employees who return to duty from holdover rosters may regain the sick leave and vacation credits they accrued before they were laid off or placed on involuntary leave. The original anniversary date will be used in computing vacation, provided the employee was eligible for vacation, and in the case of a temporary employee, was reemployed

to the lay-off of any permanent employees in the class.

Accordingly, requests to be laid off may be approved by employment status only. In other words, approval cannot be granted to limited tenure employees who elect to be laid off when there are exempt and/or non-civil service employees in the same class; approval for temporary employees cannot be granted when there are non-civil service, exempt and/or limited tenure employees in the class, etc.

within six months from the date of layoff. No sick leave credits are earned nor is vacation awarded for the period when the employee is not on paid status.

Employees who are laid off and do not elect to be placed on involuntary leave may file a claim for vacation with the department from which laid off. Employees who are laid off will be eligible for pay for any earned and unused vacation. Permanent employees who have completed probation are returned to duty at the salary step that they were earning at the time of layoff. Temporary employees, are normally returned to duty at the first salary step.

WHAT DO I DO IN THE MEANTIME?

UNEMPLOYMENT INSURANCE

If you are laid off, placed on involuntary leave or have your hours reduced through no fault of your own, contact the California State Employment Development Department (557-1011 or 557-1013) as soon as possible. You may be entitled to State Unemployment Insurance benefits starting one week after the date of actual layoff, leave or reduction in hours. Delay in filing may cause you to lose benefits.

OTHER EMPLOYMENT

Holdovers who obtain employment outside of the San Francisco City and County Civil Service will not lose eligibility on the Holdover Roster.

QUALIFICATIONS

Holdovers must maintain any qualifications, such as certificates, specialized skills or licenses required by law and by the terms of the examination announcement(s) under which they qualified for employment.

RETIREMENT

The Retirement System office is located at 1155 Market St., 2nd Floor. For general information, call 554-1550.

1. Laid off employees retain these retirement rights:
 - A. They may voluntarily retire if they have:
 - 20 or more years creditable service and are at least 50 years of age; 10 or more years creditable service and are at least 60 years of age; or 10 or more years creditable service and suffer from a condition the Retirement System considers as disabling.
 - B. An employee who takes a service retirement from City service may not reenter the service.
2. A member who wishes to remain in the Retirement System must elect to be placed on Involuntary Leave of Absence status upon layoff. An employee on Involuntary

Leave cannot remove his/her retirement contributions but will protect rights to benefits in the Retirement System which enrolled. Anyone who is enrolled under the pre-November 2, 1976 Retirement System should make every effort to leave the money in the Retirement System, as an employee who withdraws contributions will re-enter as a member of the post-November 2, 1976 Retirement System.

3. If any employee who elects to be placed in a "layoff" status has less than \$1,000.00 in the Retirement System and is a member of the pre-November 2, 1976 system, the employee must withdraw these contributions. The employee must go to the Retirement System office listed above and complete a form requesting the money.

4. Those individuals who elect to be placed in a "layoff" status who are members of the post-November 2, 1976 Retirement System and have less than five years of membership must withdraw their contributions, as such employees do not have vesting rights.

5. It takes approximately 8 weeks to receive refund your retirement contributions. You must make a written application for refund at the Retirement System office. If there is an increase in separations from City service, it may take considerably longer than 8 weeks to receive your refund.

6. The Retirement System will not make loans or accept liens against contributions. The Retirement System will verify the amount an employee has in the System upon the employee's written request.

HEALTH SERVICE SYSTEM

The Health Service System office is located at 1155 Market Street, 3rd Floor. The general information number is 554-1700. Employees who elect to be placed on "layoff" status cannot retain their subsidized Health Service coverage. Information as to membership status for employees who choose to be placed on involuntary leave may be obtained at the Health Service System office.

IMPORTANT REMINDERS

1. Depending upon the number of layoffs, there may be a delay in reinstating employees. Employees who are reinstated will receive instructions from the Civil Service Commission by mail on when and where to report. We ask your patience in not contacting the Civil Service Commission for information. Civil Service Commission staff will working hard to return employees to work as quickly as possible.

SUBJECT 15 - SEPARATIONS III - Layoff

SAMPLE LETTER - VOLUNTARY LAYOFF

APPENDIX C - PAGE 1

April 8, 1989

M E M O R A N D U M

TO: All Employees in the (Department)

FROM: Joseph Blue
Director

SUBJECT: VOLUNTARY LAYOFFS

As you are aware, the City and County of San Francisco anticipates a serious deficit in the coming fiscal year. A reduction in the work force (Layoffs) may be required as a means of eliminating the deficit. Our department and its employees would be affected.

Layoffs under Civil Service Commission Rules are ordinarily effected by inverse seniority. However, under certain circumstances, employees may volunteer to be laid off regardless of their seniority. Civil Service Commission Rules also require that layoffs, including voluntary layoffs, be done by status in a class in a department in the following order: first, non-civil service; second, exempt, third, limited tenure; fourth, temporary (TCS); fifth, probationary; and last, permanent. All employees in each status must be laid off prior to effecting layoffs in the next status, i.e.,

(1) all non-civil service employees in the class must be laid off before any exempt employees in the class are laid off;

(2) all exempt employees in the class must be laid off before any limited tenure employees in the class are laid off;

(3) all limited tenure employees in the class must be laid off prior to the layoff of any temporary employees in the class;

(4) all temporary employees in the class must be laid off prior to the layoff of any probationary employees in the class;

(5) all probationary employees in the class must be laid off prior to the lay-off of any permanent employees in the class.

Accordingly, requests to be laid off may be approved by employment status only. In other words, approval cannot be granted to limited tenure employees who elect to be laid off when there are exempt and/or non-civil service employees in the same class; approval for temporary employees cannot be granted when there are non-civil service, exempt and/or limited tenure employees in the class, etc.

4/10/92

SUBJECT 15 - SEPARATIONS III - Layoff

SAMPLE LETTER - VOLUNTARY LAYOFF

APPENDIX C - PAGE 2

In order to address the inevitability of mandatory layoffs, this office must be advised if there are employees in this department who will volunteer to be laid off if a decision is made to affect a specific class in the agency. Keep in mind that it may not be possible to accommodate the request if the class is not to be involved in layoffs or if the status of the employee in the affected class is such that layoff is not possible.

Employees who volunteer to be laid off and who have holdover rights in the class from which laid off (i.e. permanent, probationary and temporary from an eligible list) will be placed on a holdover roster under waiver for all employment. Such waiver may be withdrawn in accordance with civil service Rules when the employee wishes to be notified of employment opportunities in the class from which voluntarily laid off.

Please complete the attached form if you are volunteering to be laid off and return it to Jim Smith, by April 20. If the form is not received by that date, it will be assumed that you are not volunteering to be laid off.

Prior to volunteering to be laid off, employees must verify their own eligibility for Unemployment Insurance with the California Employment Development Department (EDD). Also keep in mind that an employee who volunteers to be laid off may have reinstatement rights to a former class which may not be affected by a layoff in the current class.

If you need any additional information prior to making a decision, please contact Jim Smith at (telephone).

Thank you for your assistance in this matter. Please be assured that every effort is being made to minimize layoffs and displacements of employees in this department while attempting to maintain required services and continuity of those services.

SUBJECT 15 - SEPARATIONS III - Layoff

SAMPLE LETTER - VOLUNTARY LAYOFF

APPENDIX C - PAGE 3

DATE: _____

REQUEST FOR LAYOFF

NAME _____

CLASS NO. _____ TITLE _____

DEPARTMENT _____

STATUS (Circle One) PERMANENT

PROBATIONARY

TEMPORARY FROM AN ELIGIBLE LIST

LIMITED TENURE

EXEMPT

NON-CIVIL SERVICE

I have read the memorandum dated _____ entitled Voluntary Layoffs. In the event that it is necessary to reduce the staff of this department, and my class and status are affected, I VOLUNTEER TO BE LAID OFF. I understand that any layoff must be consistent with the Rules of the Civil Service Commission.

SIGNATURE _____

DATE _____

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Perm	Position Temp
0638	CRIMINAL COURTS ADMINISTRATOR.....	LOCAL 790	0	0
1201	PERSONNEL TECHNICIAN TRAINEE.....	LOCAL 790	0	0
1202	PERSONNEL CLERK.....	LOCAL 790	36	0
1204	SENIOR PERSONNEL CLERK.....	LOCAL 790	17	0
1212	TIMEROLL AUDIT CLERK.....	LOCAL 790	7	0
1214	SENIOR TIMEROLL AUDIT CLERK.....	LOCAL 790	0	0
1216	PRINCIPAL TIMEROLL AUDIT CLERK.....	LOCAL 790	0	0
1217	CERTIFICATION SUPERVISOR.....	LOCAL 790	1	0
1218	PAYROLL SUPERVISOR.....	LOCAL 790	5	0
1220	PAYROLL CLERK.....	LOCAL 790	119	0
1222	SENIOR PAYROLL AND PERSONNEL CLERK.....	LOCAL 790	52	0
1224	PRINCIPAL PAYROLL AND PERSONNEL CLERK...	LOCAL 790	17	0
1226	CHIEF PAYROLL AND PERSONNEL CLERK.....	LOCAL 790	11	0
1227	TESTING TECHNICIAN.....	LOCAL 790	4	0
1228	SENIOR TESTING TECHNICIAN.....	LOCAL 790	2	0
1310	PUBLIC RELATIONS ASSISTANT.....	LOCAL 790	0	0
1330	CONSUMER RELATIONS REP.....	LOCAL 790	0	0
1402	JUNIOR CLERK.....	LOCAL 790	26	0
1403	ELECTIONS CLERK.....	LOCAL 790	2	0
1404	CLERK.....	LOCAL 790	163	0
1406	SENIOR CLERK.....	LOCAL 790	42	0
1407	SENIOR EQUALIZATION CLERK.....	LOCAL 790	1	0
1408	PRINCIPAL CLERK.....	LOCAL 790	56	0
1410	CHIEF CLERK.....	LOCAL 790	22	0
1422	JUNIOR CLERK TYPIST.....	LOCAL 790	2	0
1424	CLERK TYPIST.....	LOCAL 790	481	0
1425	EQUALIZATION CLERK-TYPIST.....	LOCAL 790	0	0
1426	SENIOR CLERK TYPIST.....	LOCAL 790	1,114	0
1428	UNIT CLERK.....	LOCAL 250	117	0
1429	NURSES STAFFING ASSISTANT.....	LOCAL 790	4	0
1430	TRANSCRIBER TYPIST.....	LOCAL 790	38	0
1431	SENIOR UNIT CLERK.....	LOCAL 790	5	0
1432	SENIOR TRANSCRIBER TYPIST.....	LOCAL 790	10	0
1435	SHELTER OFFICE SUPERVISOR.....	LOCAL 790	1	0
1436	BRAILLIST.....	LOCAL 790	4	0
1440	MEDICAL TRANSCRIBER TYPIST.....	LOCAL 790	25	0
1441	SENIOR MEDICAL TRANSCRIBER TYPIST.....	LOCAL 790	1	0
1442	JUNIOR CLERK STENOGRAPHER.....	LOCAL 790	1	0
1444	SECRETARY I.....	LOCAL 790	75	0
1446	SECRETARY II.....	LOCAL 790	367	0
1450	EXECUTIVE SECRETARY I.....	LOCAL 790	67	0
1458	LEGAL SECRETARY I.....	LOCAL 790	70	0
1459	LEGISLATIVE SECRETARY, BD OF EDUCATION..	LOCAL 790	1	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
1460	LEGAL SECRETARY II.....	LOCAL 790	15	0
1461	LEGAL SECRETARY III.....	LOCAL 790	1	0
1464	MEDICAL CLERK STENOGRAPHER.....	LOCAL 790	3	0
1468	WATER SERVICES CLERK.....	LOCAL 790	14	0
1470	SERVICES AND SUPPLY ASST SUPERVISOR....	LOCAL 790	1	0
1474	CLAIMS PROCESS CLERK.....	LOCAL 790	3	0
1476	SENIOR CLAIMS PROCESS CLERK.....	LOCAL 790	1	0
1478	SENIOR WATER SERVICES CLERK.....	LOCAL 790	18	0
1480	PRINCIPAL WATER SERVICES CLERK.....	LOCAL 790	7	0
1486	EDUCATIONAL CREDENTIALS TECHNICIAN.....	LOCAL 790	3	0
1487	FINANCIAL AIDS ASSISTANT.....	LOCAL 790	11	0
1494	CLERK I.....	LOCAL 790	0	0
1495	CLERK II.....	LOCAL 790	0	0
1496	CLERK III.....	LOCAL 790	0	0
1497	SUPERVISING CLERK I.....	LOCAL 790	0	0
1498	SUPERVISING CLERK II.....	LOCAL 790	4	0
1499	SUPERVISING CLERK III.....	LOCAL 790	0	0
1502	CONFID SECY TO DIR, PARKING AUTHORITY...	LOCAL 790	1	0
1512	CONFID SECY AND EXEC ASST TO PUB DEFEN..	LOCAL 790	1	0
1602	CALCULATING MACHINE OPER (KEY DRIVE)...	LOCAL 790	10	0
1626	JUNIOR ACCOUNT CLERK.....	LOCAL 790	1	0
1630	ACCOUNT CLERK.....	LOCAL 790	135	0
1632	SENIOR ACCOUNT CLERK.....	LOCAL 790	89	0
1634	PRINCIPAL ACCOUNT CLERK.....	LOCAL 790	9	0
1635	HEALTH CARE BILLING CLERK I.....	LOCAL 790	0	0
1636	HEALTH CARE BILLING CLERK II.....	LOCAL 790	43	0
1637	PATIENT ACCOUNTS CLERK.....	LOCAL 790	10	0
1638	ACCOUNTING MACHINE OPERATOR.....	LOCAL 790	0	0
1640	SENIOR ACCOUNTING MACHINE OPERATOR.....	LOCAL 790	7	0
1662	PATIENT ACCOUNTS ASST SUPERVISOR.....	LOCAL 790	6	0
1663	PATIENT ACCOUNTS SUPERVISOR.....	LOCAL 790	6	0
1664	PATIENT ACCOUNTS MANAGER.....	LOCAL 790	3	0
1704	COMMUNICATIONS DISPATCHER I.....	LOCAL 790	7	0
1705	COMMUNICATIONS DISPATCHER II.....	LOCAL 790	12	0
1706	TELEPHONE OPERATOR.....	LOCAL 790	11	0
1708	SENIOR TELEPHONE OPERATOR.....	LOCAL 790	33	0
1710	CHIEF TELEPHONE OPERATOR.....	LOCAL 790	1	0
1720	DATA ENTRY OPERATOR.....	LOCAL 790	69	0
1721	SENIOR DATA ENTRY OPERATOR.....	LOCAL 790	9	0
1724	SENIOR TABULATING MACHINE OPERATOR.....	LOCAL 790	1	0
1727	SUPERVISING DATA ENTRY OPERATOR.....	LOCAL 790	3	0
1742	SENIOR BLUEPRINTING MACHINE OPERATOR....	LOCAL 790	0	0
1750	MICROPHOTO TECHNICIAN.....	LOCAL 790	5	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
1752	SENIOR MICROPHOTO TECHNICIAN.....	LOCAL 790	3	0
1760	OFFSET MACHINE OPERATOR.....	LOCAL 790	20	0
1762	SENIOR OFFSET MACHINE OPERATOR.....	LOCAL 790	3	0
1764	MAIL AND REPRODUCTION SERVICE SUPERVISOR	LOCAL 790	4	0
1770	PHOTOGRAPHER.....	LOCAL 790	1	0
1771	MEDIA PRODUCTION SPECIALIST.....	LOCAL 790	3	0
1772	PHOTO-LITHOGRAPHER.....	LOCAL 790	0	0
1774	HEAD PHOTOGRAPHER.....	LOCAL 790	1	0
1802	RESEARCH ASSISTANT.....	LOCAL 790	7	0
1803	POLICE STATISTICAL CLERK.....	LOCAL 790	1	0
1807	MANAGEMENT INFORMATION SYSTEMS TECH II..	LOCAL 790	9	0
1808	MANAGEMENT INFORMATION SYSTEMS TECH I...	LOCAL 790	5	0
1810	ACTUARIAL CLERK.....	LOCAL 790	9	0
1812	ASSISTANT RETIREMENT ANALYST.....	LOCAL 790	27	0
1813	RETIREMENT ANALYST.....	LOCAL 790	8	0
1817	PROCEDURAL WRITER.....	LOCAL 790	1	0
1820	JUNIOR ADMINISTRATIVE ANALYST.....	LOCAL 790	1	0
1822	ADMINISTRATIVE ANALYST.....	LOCAL 790	6	0
1823	SENIOR ADMINISTRATIVE ANALYST.....	LOCAL 790	29	0
1824	PRINCIPAL ADMINISTRATIVE ANALYST.....	LOCAL 790	19	0
1833	TAPE LIBRARIAN, EDP.....	LOCAL 790	0	0
1836	MEMBERSHIP REP, HEALTH SERVICE SYSTEM...	LOCAL 790	1	0
1840	JUNIOR MANAGEMENT ASSISTANT.....	LOCAL 790	26	0
1842	MANAGEMENT ASSISTANT.....	LOCAL 790	46	0
1844	SENIOR MANAGEMENT ASSISTANT.....	LOCAL 790	72	0
1853	CONTROL CLERK, EDP.....	LOCAL 790	48	0
1855	SENIOR CONTROL CLERK, EDP.....	LOCAL 790	14	0
1856	ASST CONTROL SUPERVISOR, EDP.....	LOCAL 790	4	0
1858	CONTROL SUPERVISOR, EDP.....	LOCAL 790	7	0
1914	FILM SERVICE TECHNICIAN.....	LOCAL 790	3	0
1920	INVENTORY CLERK.....	LOCAL 790	16	0
1922	SENIOR INVENTORY CLERK.....	LOCAL 790	5	0
1924	MATERIALS AND SUPPLIES SUPERVISOR.....	LOCAL 790	6	0
1926	SENIOR MATERIALS AND SUPPLIES SUPERVISOR	LOCAL 790	8	0
1928	SCHOOL SUPPLIES ANALYST.....	LOCAL 790	2	0
1929	PARTS STOREKEEPER.....	LOCAL 790	27	0
1930	WAREHOUSE WORKER.....	LOCAL 790	27	0
1931	SENIOR PARTS STOREKEEPER.....	LOCAL 790	5	0
1932	ASSISTANT STOREKEEPER.....	LOCAL 790	12	0
1933	SCHOOL WAREHOUSE ASSISTANT SUPERVISOR...	LOCAL 790	14	0
1934	STOREKEEPER.....	LOCAL 790	41	0
1935	PRINCIPAL PARTS STOREKEEPER.....	LOCAL 790	2	0
1936	SENIOR STOREKEEPER.....	LOCAL 790	14	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
1937	SUPERVISING PARTS STORKEEKEEPER.....	LOCAL 790	1	0
1938	STORES AND EQUIPMENT ASST SUPERVISOR....	LOCAL 790	2	0
1940	STORES AND EQUIPMENT SUPERVISOR.....	LOCAL 790	1	0
1942	ASSISTANT MATERIALS COORDINATOR.....	LOCAL 790	2	0
1948	CODING SUPERVISOR, PURCHASING DEPT.....	LOCAL 790	3	0
1950	ASSISTANT PURCHASER.....	LOCAL 790	0	0
1952	PURCHASER.....	LOCAL 790	17	0
1956	SENIOR PURCHASER.....	LOCAL 790	12	0
2110	MEDICAL RECORDS CLERK.....	LOCAL 790	50	0
2112	MEDICAL RECORDS TECHNICIAN.....	LOCAL 790	22	0
2114	MEDICAL RECORDS TECHNICIAN SUPERVISOR...	LOCAL 790	6	0
2119	HEALTH CARE ANALYST.....	LOCAL 790	5	0
2120	INSTITUTIONAL ADMITTING OFFICER.....	LOCAL 250	1	0
2202	DENTAL AIDE.....	LOCAL 250	14	0
2204	DENTAL HYGIENIST.....	LOCAL 250	3	0
2218	PHYSICIAN ASSISTANT.....	LOCAL 790	4	0
2301	ORDERLY TRAINEE.....	LOCAL 250	2	0
2302	NURSING ASSISTANT.....	LOCAL 250	632	0
2304	PSYCHIATRIC ORDERLY.....	LOCAL 250	1	0
2305	PSYCHIATRIC TECHNICIAN.....	LOCAL 250	75	0
2306	SENIOR PSYCHIATRIC ORDERLY.....	LOCAL 250	2	0
2310	SURGICAL PROCEDURES TECHNICIAN.....	LOCAL 250	16	0
2312	LICENSED VOCATIONAL NURSE.....	LOCAL 250	165	0
2320	REGISTERED NURSE.....	LOCAL 790	1,016	0
2323	CLINICAL NURSE SPECIALIST.....	LOCAL 790	34	0
2328	NURSE PRACTITIONER.....	LOCAL 790	38	0
2330	ANESTHETIST.....	LOCAL 790	5	0
2340	OPERATING ROOM NURSE.....	LOCAL 790	33	0
2390	CENTRAL SUPPLY PROCESS AND DISTR TECH...	LOCAL 250	52	0
2392	SR CENTRAL PROCESSING AND DISTR TECH....	LOCAL 790	4	0
2402	LABORATORY HELPER.....	LOCAL 250	6	0
2406	PHARMACY HELPER.....	LOCAL 250	5	0
2408	SENIOR PHARMACY HELPER.....	LOCAL 250	1	0
2409	PHARMACY TECHNICIAN.....	LOCAL 250	32	0
2416	BACTERIOLOGICAL LABORATORY ASSISTANT....	LOCAL 250	7	0
2420	HISTOLOGY TECHNICIAN.....	LOCAL 250	1	0
2423	RADIOLOGIC TECHNOLOGIST INTERN.....	LOCAL 790	6	0
2424	X-RAY LABORATORY AIDE.....	LOCAL 250	13	0
2425	RADIOLOGIC TECHNOLOGIST I.....	LOCAL 790	0	0
2426	RADIOLOGIC TECHNOLOGIST II.....	LOCAL 790	0	0
2427	RADIOLOGIC TECHNOLOGIST III.....	LOCAL 790	0	0
2430	MEDICAL EVALUATIONS ASSISTANT.....	LOCAL 250	14	0

CLS 3.14 : SEIU Classes

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Perm	Position Temp
2432	ELECTROCARDIOGRAPH TECHNICIAN.....	LOCAL 250	5	0
2434	SENIOR ELECTROCARDIOGRAPH TECHNICIAN....	LOCAL 250	1	0
2436	ELECTROENCEPHALOGRAPH TECHNICIAN I.....	LOCAL 250	1	0
2437	ELECTROENCEPHALOGRAPH TECHNICIAN II.....	LOCAL 250	1	0
2440	VETERINARY LABORATORY TECHNOLOGIST.....	LOCAL 250	3	0
2441	DIAGNOSTIC MEDICAL SONOGRAPHER I.....	LOCAL 790	0	0
2442	DIAGNOSTIC MEDICAL SONOGRAPHER II.....	LOCAL 790	2	0
2446	SR CLINICAL LABORATORY TECHNOLOGIST.....	LOCAL 790	1	0
2450	PHARMACIST.....	LOCAL 790	28	0
2451	SENIOR PHARMACIST, LAGUNA HONDA HOSP....	LOCAL 790	1	0
2454	CLINICAL PHARMACIST.....	LOCAL 790	23	0
2493	ASSOCIATE RADIOLOGIC TECHNOLOGIST.....	LOCAL 790	0	0
2494	STAFF RADIOLOGIC TECHNOLOGIST.....	LOCAL 790	40	0
2495	SENIOR RADIOLOGIC TECHNOLOGIST.....	LOCAL 790	11	0
2514	ORTHOPEDIC TECHNICIAN I.....	LOCAL 250	1	0
2515	ORTHOPEDIC TECHNICIAN II.....	LOCAL 250	2	0
2517	JAIL MEDICAL TECHNICIAN.....	LOCAL 790	9	0
2520	MORGUE ATTENDANT.....	LOCAL 250	0	0
2522	SENIOR MORGUE ATTENDANT.....	LOCAL 250	1	0
2526	AMBULANCE DRIVER.....	LOCAL 790	2	0
2528	MEDICAL STEWARD.....	LOCAL 790	0	0
2530	SENIOR MEDICAL STEWARD.....	LOCAL 790	3	0
2532	PARAMEDIC.....	LOCAL 790	132	0
2533	EMERGENCY MED SERV AGENCY SPECIALIST...	LOCAL 790	3	0
2534	PARAMEDIC SUPERVISOR.....	LOCAL 790	13	0
2536	RESPIRATORY CARE PRACTITIONER.....	LOCAL 790	2	0
2537	RESPIRATORY CARE PRACTITIONER II.....	LOCAL 790	1	0
2546	HANDICRAFT INSTRUCTOR.....	LOCAL 250	0	0
2550	SENIOR OCCUPATIONAL THERAPIST.....	LOCAL 790	5	0
2552	DIR OF ACTIVITIES THERAPY AND VOL SERV..	LOCAL 790	2	0
2554	THERAPY AIDE.....	LOCAL 250	7	0
2555	PHYSICAL THERAPIST ASSISTANT.....	LOCAL 250	2	0
2558	SENIOR PHYSICAL THERAPIST.....	LOCAL 790	3	0
2561	OPTOMETRIST.....	LOCAL 790	1	0
2565	ACUPUNCTURIST.....	LOCAL 790	1	0
2574	CLINICAL PSYCHOLOGIST.....	LOCAL 790	31	0
2575	RESEARCH PSYCHOLOGIST.....	LOCAL 790	1	0
2576	SUPERVISING CLINICAL PSYCHOLOGIST.....	LOCAL 790	2	0
2580	CORONER'S INVESTIGATOR.....	LOCAL 790	11	0
2585	HEALTH WORKER I.....	LOCAL 790	35	0
2586	HEALTH WORKER II.....	LOCAL 790	64	0
2587	HEALTH WORKER III.....	LOCAL 790	68	0
2588	HEALTH WORKER IV.....	LOCAL 790	25	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
2604	FOOD SERVICE WORKER.....	LOCAL 250	126	0
2606	SENIOR FOOD SERVICE WORKER.....	LOCAL 250	26	0
2608	SUPPLY ROOM ATTENDANT.....	LOCAL 790	2	0
2615	SCHOOL LUNCHROOM HELPER.....	LOCAL 790	658	0
2618	FOOD SERVICE SUPERVISOR.....	LOCAL 790	6	0
2619	SENIOR FOOD SERVICE SUPERVISOR.....	LOCAL 790	2	0
2624	DIETITIAN.....	LOCAL 790	14	0
2626	CHIEF DIETITIAN.....	LOCAL 790	2	0
2630	SCHOOL LUNCHROOM COOK.....	LOCAL 790	30	0
2632	COOK-MANAGER, ELEMENTARY SCHOOL.....	LOCAL 790	36	0
2634	COOK MANAGER, SECONDARY SCHOOL.....	LOCAL 790	31	0
2636	SCHOOL LUNCHROOM AREA SUPERVISOR.....	LOCAL 790	5	0
2637	FOOD SERVICE ASSISTANT SUPERVISOR.....	LOCAL 790	1	0
2650	ASSISTANT COOK.....	LOCAL 790	7	0
2652	BAKER.....	LOCAL 790	1	0
2654	COOK.....	LOCAL 790	25	0
2656	CHEF.....	LOCAL 790	13	0
2672	CHILDREN'S CENTER ASSISTANT HOUSEPARENT.....	LOCAL 790	94	0
2674	CHILDREN'S CENTER HOUSEPARENT.....	LOCAL 790	18	0
2706	HOUSEKEEPER.....	LOCAL 250	3	0
2708	CUSTODIAN.....	LOCAL 790	805	0
2716	CUSTODIAL ASSISTANT SUPERVISOR.....	LOCAL 790	54	0
2718	CUSTODIAL SUPERVISOR I.....	LOCAL 790	29	0
2719	JANITORIAL SERVICES ASSISTANT SUPERVISOR.....	LOCAL 790	6	0
2720	JANITORIAL SERVICES SUPERVISOR.....	LOCAL 790	3	0
2727	SCHOOL CUSTODIAN SUPERVISOR I.....	LOCAL 790	17	0
2730	SCHOOL CUSTODIAL SERVICES SUPERVISOR I.....	LOCAL 790	12	0
2736	PORTER.....	LOCAL 250	255	0
2738	PORTER ASSISTANT SUPERVISOR.....	LOCAL 250	7	0
2740	PORTER SUPERVISOR I.....	LOCAL 790	13	0
2742	GENERAL SERVICES SUPERVISOR.....	LOCAL 790	1	0
2760	LAUNDRY WORKER.....	LOCAL 250	66	0
2770	SENIOR LAUNDRY WORKER.....	LOCAL 250	20	0
2772	SEWING TECHNICIAN.....	LOCAL 250	7	0
2774	SENIOR SEWING TECHNICIAN.....	LOCAL 250	2	0
2780	LAUNDRY WORKER SUPERVISOR.....	LOCAL 790	5	0
2812	CHIEF DEPUTY REGISTRAR, VITAL STATISTICS.....	LOCAL 790	0	0
2818	HEALTH PROGRAM PLANNER.....	LOCAL 790	2	0
2820	SENIOR HEALTH PROGRAM PLANNER.....	LOCAL 790	6	0
2830	PUBLIC HEALTH NURSE.....	LOCAL 790	78	0
2903	ELIGIBILITY WORKER.....	LOCAL 535	40	0
2904	SOCIAL SERVICE TECHNICIAN.....	LOCAL 535	25	0
2905	SENIOR ELIGIBILITY WORKER.....	LOCAL 535	472	0

CLS 3.14 : SEIU Classes

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Position	
			Perm	Temp
2906	SOCIAL WORKER TRAINEE.....	LOCAL 535	0	0
2907	ELIGIBILITY WORKER SUPERVISOR.....	LOCAL 535	75	0
2908	HOSPITAL ELIGIBILITY WORKER.....	LOCAL 535	73	0
2909	HOSPITAL ELIGIBILITY SUPERVISOR.....	LOCAL 535	12	0
2910	SOCIAL WORKER.....	LOCAL 535	8	0
2911	ELIGIBILITY APPEALS SPECIALIST.....	LOCAL 535	12	0
2912	SENIOR SOCIAL WORKER.....	LOCAL 535	127	0
2914	SOCIAL WORK SUPERVISOR.....	LOCAL 535	16	0
2920	MEDICAL SOCIAL WORKER.....	LOCAL 790	58	0
2922	SENIOR MEDICAL SOCIAL WORKER.....	LOCAL 790	6	0
2930	PSYCHIATRIC SOCIAL WORKER.....	LOCAL 790	83	0
2932	SENIOR PSYCHIATRIC SOCIAL WORKER.....	LOCAL 790	24	0
2933	CONSERVATORSHIP/CASE MGMT SUPERVISOR....	LOCAL 790	2	0
2934	CHIEF PSYCHIATRIC SOCIAL WORKER.....	LOCAL 790	1	0
2940	CHILD WELFARE WORKER.....	LOCAL 535	143	0
2942	SENIOR CHILD WELFARE WORKER.....	LOCAL 535	9	0
2944	CHILD WELFARE SUPERVISOR.....	LOCAL 535	23	0
2945	CHILDREN'S SERVICES INVESTIGATOR.....	LOCAL 535	0	0
2946	SENIOR ELIGIBILITY WORKER SUPERVISOR....	LOCAL 535	13	0
2948	SENIOR SOCIAL SERVICE SUPERVISOR.....	LOCAL 535	8	0
2950	SOCIAL SERVICE DIVISION SUPERVISOR.....	LOCAL 535	0	0
2951	COMMUNITY SERVICES COORDINATOR.....	LOCAL 535	0	0
2969	ASST DIRECTOR, SOCIAL SERV'S PROGRAMS....	LOCAL 535	12	0
2975	CITIZEN'S COMPLAINT OFFICER.....	LOCAL 790	7	0
2980	SPECIALIST II, HUMAN RIGHTS COMMISSION..	LOCAL 790	0	0
2982	RENT BOARD SUPERVISOR.....	LOCAL 790	2	0
2991	COORDINATOR, HUMAN RIGHTS COMMISSION....	LOCAL 790	4	0
2992	CONTRACT COMPLIANCE OFFICER I.....	LOCAL 790	21	0
2994	HOMEMAKER.....	LOCAL 535	5	0
2996	REPRESENTATIVE, HUMAN RIGHTS COMMISSION..	LOCAL 790	7	0
2997	SPECIALIST I, HUMAN RIGHTS COMMISSION...	LOCAL 790	0	0
2998	REP, COMM ON THE STATUS OF WOMEN.....	LOCAL 790	2	0
3202	LOCKER ROOM ATTENDANT.....	LOCAL 790	0	0
3204	SWIMMING POOL CASHIER - CLERK.....	LOCAL 790	5	0
3208	POOL LIFEGUARD.....	LOCAL 790	15	0
3210	ATHLETIC ATTENDANT.....	LOCAL 790	0	0
3212	SWIMMING INSTRUCTOR.....	LOCAL 790	0	0
3214	SENIOR SWIMMING INSTRUCTOR.....	LOCAL 790	8	0
3216	ASSISTANT AQUATICS SUPERVISOR.....	LOCAL 790	1	0
3226	GOLF COURSE STARTER.....	LOCAL 790	0	0
3228	ASST DIRECTOR, GOLF COURSE OPERATIONS...	LOCAL 790	0	0
3232	MARINA ASSISTANT MANAGER.....	LOCAL 790	7	0
3234	MARINA MANAGER.....	LOCAL 790	1	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
3238	DANCE INSTRUCTOR.....	LOCAL 790	5	0
3248	PIANIST.....	LOCAL 790	2	0
3250	ORCHESTRA INSTRUCTOR.....	LOCAL 790	1	0
3256	PHOTOGRAPHY INSTRUCTOR.....	LOCAL 790	1	0
3257	SENIOR PHOTOGRAPHY INSTRUCTOR.....	LOCAL 790	0	0
3258	PHOTOGRAPHY DIRECTOR.....	LOCAL 790	1	0
3260	CRAFTS INSTRUCTOR.....	LOCAL 790	8	0
3264	CAMP ASSISTANT.....	LOCAL 790	0	0
3266	CAMP MANAGER.....	LOCAL 790	0	0
3280	ASST RECREATION DIRECTOR.....	LOCAL 790	17	0
3284	RECREATION DIRECTOR.....	LOCAL 790	104	0
3285	JUNIOR MUSEUM DIRECTOR.....	LOCAL 790	1	0
3287	ASSISTANT RECREATION SUPERVISOR.....	LOCAL 790	17	0
3289	RECREATION SUPERVISOR.....	LOCAL 790	6	0
3291	PRINCIPAL RECREATION SUPERVISOR.....	LOCAL 790	7	0
3292	ASSISTANT SUPERINTENDENT, RECREATION....	LOCAL 790	3	0
3301	VENDOR HELPER.....	LOCAL 790	0	0
3302	VENDOR.....	LOCAL 790	11	0
3306	RIDES ATTENDANT.....	LOCAL 790	1	0
3310	STABLE ATTENDANT.....	LOCAL 790	6	0
3322	ASSISTANT HEAD ANIMAL KEEPER.....	LOCAL 790	1	0
3324	HEAD ANIMAL KEEPER.....	LOCAL 790	1	0
3371	ANIMAL CARE SUPERVISOR.....	LOCAL 790	1	0
3373	ANIMAL CONTROL SUPERVISOR.....	LOCAL 790	1	0
3375	ANIMAL HEALTH TECHNICIAN.....	LOCAL 250	1	0
3406	LAND USE AIDE.....	LOCAL 790	1	0
3426	URBAN FORESTER.....	LOCAL 790	3	0
3450	AGRICULTURAL INSPECTOR.....	LOCAL 790	3	0
3474	SCHOOL GROUNDS SUPERVISOR.....	LOCAL 790	1	0
3480	FARMERS MARKET MANAGER.....	LOCAL 790	1	0
3486	WATERSHED FORESTER.....	LOCAL 790	1	0
3502	MUSEUM EXHIBIT PACKER AND REPAIRER.....	LOCAL 790	1	0
3520	MUSEUM PREPARATOR.....	LOCAL 790	1	0
3522	SENIOR MUSEUM PREPARATOR.....	LOCAL 790	2	0
3524	PRINCIPAL MUSEUM PREPARATOR.....	LOCAL 790	2	0
3525	CHIEF MUSEUM PREPARATOR.....	LOCAL 790	0	0
3526	MUSEUM CONSERVATOR ASSISTANT.....	LOCAL 790	0	0
3527	MUSEUM CONSER ASST (BRUNDAGE ASIAN ARTS)	LOCAL 790	0	0
3530	ORGANIST.....	LOCAL 790	0	0
3534	MUSEUM PHOTOGRAPHER.....	LOCAL 790	0	0
3535	RADIO ANNOUNCER - OPERATOR.....	LOCAL 790	2	0
3540	CURATORIAL AIDE.....	LOCAL 790	2	0
3546	CURATOR IV.....	LOCAL 790	6	0

CLS 3.14 : SEIU Classes

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
3550	EXHIBITION DESIGNER.....	LOCAL 790	1	0
3554	ASSOCIATE MUSEUM REGISTRAR.....	LOCAL 790	0	0
3556	MUSEUM REGISTRAR.....	LOCAL 790	4	0
3558	SENIOR MUSEUM REGISTRAR.....	LOCAL 790	1	0
3591	COLLEGE AIDE.....	LOCAL 790	0	0
3602	LIBRARY PAGE.....	LOCAL 790	13	0
3610	LIBRARY ASSISTANT.....	LOCAL 790	46	0
3616	LIBRARY TECHNICAL ASSISTANT I.....	LOCAL 790	98	0
3618	LIBRARY TECHNICAL ASSISTANT II.....	LOCAL 790	23	0
3630	LIBRARIAN I.....	LOCAL 790	81	0
3631	LIBRARIAN II FINE ARTS.....	LOCAL 790	1	0
3632	LIBRARIAN II.....	LOCAL 790	46	0
3633	LIBRARIAN II ASIAN ART.....	LOCAL 790	1	0
3634	LIBRARIAN III.....	LOCAL 790	18	0
3644	CITY ARCHIVIST.....	LOCAL 790	0	0
3650	MEDICAL RECORDS LIBRARIAN.....	LOCAL 790	2	0
3658	MEDICAL LIBRARIAN.....	LOCAL 790	1	0
4119	PERFORMING ARTS CENTER AIDE.....	LOCAL 790	3	0
4202	ASSESSMENT CLERK.....	LOCAL 790	22	0
4203	SENIOR ASSESSMENT CLERK.....	LOCAL 790	6	0
4306	COLLECTIONS OFFICER.....	LOCAL 790	19	0
4308	SENIOR COLLECTIONS OFFICER.....	LOCAL 790	12	0
4310	COMMERCIAL DIV ASST SUPERVISOR.....	LOCAL 790	2	0
4312	BOND AND COUPON SUPERVISOR.....	LOCAL 790	1	0
4320	CASHIER I.....	LOCAL 790	7	0
4321	CASHIER II.....	LOCAL 790	16	0
4322	CASHIER III.....	LOCAL 790	8	0
4334	INVESTIGATOR, TAX COLLECTOR.....	LOCAL 790	9	0
4335	SENIOR INVESTIGATOR, TAX COLLECTOR.....	LOCAL 790	4	0
4336	LICENSE BUREAU ASSISTANT SUPERVISOR.....	LOCAL 790	0	0
4337	PRINCIPAL INVESTIGATOR, TAX COLLECTOR...	LOCAL 790	1	0
4340	CHIEF INVESTIGATOR, TAX COLLECTOR.....	LOCAL 790	1	0
4366	COLLECTION SUPERVISOR.....	LOCAL 790	5	0
4372	CASHIER, TREASURER/TAX COLLECTOR.....	LOCAL 790	2	0
5267	ASST AIRPORT NOISE ABATEMENT OFFICER....	LOCAL 790	1	0
5279	SCHOOL FACILITIES NEEDS ANALYST.....	LOCAL 790	1	0
5285	AIRPORT NOISE ABATEMENT OFFICER.....	LOCAL 790	1	0
5295	SCHOOL FACILITIES PLANNER.....	LOCAL 790	2	0
5322	GRAPHIC ARTIST.....	LOCAL 790	2	0
5406	SPECIAL ASST FOR PROGRAM COORDINATOR....	LOCAL 790	4	0
5408	COORDINATOR OF CITIZEN INVOLVEMENT.....	LOCAL 790	1	0
5410	INTERGOVERNMENTAL AFFAIRS COORDINATOR...	LOCAL 790	5	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
6102	RODENT CONTROL TECHNICIAN.....	LOCAL 790	2	0
6108	ENVIRONMENTAL HEALTH TECH I.....	LOCAL 790	6	0
6110	ENVIRONMENTAL HEALTH TECH II.....	LOCAL 790	2	0
6218	INSP WEIGHTS & MEASURES TRAINEE.....	LOCAL 790	0	0
6220	INSPECTOR OF WEIGHTS AND MEASURES.....	LOCAL 790	3	0
6333	SENIOR BUILDING INSPECTOR.....	LOCAL 790	9	0
6334	CHIEF BUILDING INSPECTOR.....	LOCAL 790	4	0
7102	MAINT AND REPAIR ASST SUPT HETCH HETCHY.	LOCAL 790	0	0
7108	HEAVY EQUIPMENT OPERATIONS ASST SUPV....	LOCAL 790	1	0
7110	MOBILE EQUIPMENT ASSISTANT SUPERVISOR...	LOCAL 790	3	0
7125	ELEC OPER AND MAINT SUPT HETCH HETCHY...	LOCAL 790	1	0
7202	ASST PARK SUPT FOR STRUCTURAL MAINT.....	LOCAL 790	1	0
7208	HEAVY EQUIPMENT OPERATIONS SUPERVISOR...	LOCAL 790	1	0
7210	MOBILE EQUIPMENT SUPERVISOR.....	LOCAL 790	2	0
7211	CEMENT FINISHER SUPERVISOR II.....	LOCAL 790	1	0
7212	AUTOMOTIVE TRANSIT EQUIPMENT SUPERVISOR.	LOCAL 790	1	0
7219	MAINTENANCE ESTIMATOR AND SCHEDULER.....	LOCAL 790	5	0
7243	PARKING METER REPAIRER SUPERVISOR I.....	LOCAL 790	2	0
7259	WATER AND POWER MAINTENANCE SUPERVISOR I	LOCAL 790	3	0
7268	WINDOW CLEANER SUPERVISOR.....	LOCAL 790	1	0
7270	WATERSHED KEEPER SUPERVISOR.....	LOCAL 790	2	0
7279	POWERHOUSE ELECTRICIAN SUPV II.....	LOCAL 790	1	0
7282	STREET REPAIR SUPERVISOR II.....	LOCAL 790	4	0
7288	SIGNAL SYSTEM MAINTENANCE SUPT.....	LOCAL 790	0	0
7302	AUDIO-VISUAL EQUIPMENT TECHNICIAN.....	LOCAL 790	3	0
7303	BARBER.....	LOCAL 250	1	0
7312	CHAUFFEUR.....	LOCAL 790	0	0
7324	BEAUTICIAN.....	LOCAL 250	3	0
7359	PIANO TUNER.....	LOCAL 790	1	0
7367	RADIO TECHNICIAN.....	LOCAL 790	22	0
7368	SENIOR RADIO TECHNICIAN.....	LOCAL 790	2	0
7383	SEWING MACHINE REPAIRER.....	LOCAL 790	1	0
7384	TYPEWRITER REPAIRER.....	LOCAL 790	4	0
7385	SENIOR TYPEWRITER REPAIRER.....	LOCAL 790	1	0
7392	WINDOW CLEANER.....	LOCAL 790	11	0
7416	BOOK REPAIRER.....	LOCAL 790	3	0
7418	SENIOR BOOK REPAIRER.....	LOCAL 790	1	0
7426	ELEVATOR OPERATOR.....	LOCAL 790	0	0
7441	TOOL ROOM MECHANIC AND CUSTODIAN.....	LOCAL 790	7	0
7454	TRAFFIC SIGNAL OPERATOR.....	LOCAL 790	1	0
7470	WATERSHED KEEPER.....	LOCAL 790	20	0
7524	INSTITUTION UTILITY WORKER.....	LOCAL 250	7	0

CLS 3.14 : SEIU Classes

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted		Positions
			Perm	Temp	
7542	WATERSHED WORKER (SEASONAL AS NEEDED)...	LOCAL 790	0	0	
8102	PROCESS SERVER.....	LOCAL 790	1	0	
8104	VICTIM & WITNESS TECHNICIAN.....	LOCAL 790	1	0	
8106	LEGAL PROCESS CLERK.....	LOCAL 790	47	0	
8108	SENIOR LEGAL PROCESS CLERK.....	LOCAL 790	27	0	
8109	DOCUMENT EXAMINING SUPERVISOR.....	LOCAL 790	1	0	
8112	ASSISTANT COURT CLERK.....	LOCAL 790	0	0	
8113	COURT CLERK.....	LOCAL 790	63	0	
8124	INVESTIGATOR, OFF OF CITIZEN COMPLAINTS.	LOCAL 790	8	0	
8134	CONFIDENTIAL CRIME REPORTER.....	LOCAL 790	0	0	
8136	SENIOR CONFIDENTIAL CRIME REPORTER.....	LOCAL 790	0	0	
8138	COURT REPORTER.....	LOCAL 790	1	0	
8139	INDUSTRIAL INJURY INVESTIGATOR, MUNI RWY	LOCAL 790	1	0	
8140	RETIREMENT SYSTEM INVESTIGATOR.....	LOCAL 790	0	0	
8141	WORKER'S COMPENSATION ADJUSTER.....	LOCAL 790	16	0	
8142	PUBLIC DEFENDER'S INVESTIGATOR.....	LOCAL 790	10	0	
8143	SENIOR PUBLIC DEFENDER'S INVESTIGATOR...	LOCAL 790	2	0	
8145	PRINCIPAL PUBLIC DEFENDER'S INVEST.....	LOCAL 790	0	0	
8165	WORKER'S COMPENSATION SUPERVISOR I.....	LOCAL 790	5	0	
8168	MEDICAL CLAIMS ASSISTANT SUPERVISOR.....	LOCAL 790	0	0	
8170	MEDICAL CLAIMS SUPERVISOR.....	LOCAL 790	0	0	
8173	LEGAL ASSISTANT.....	LOCAL 790	23	0	
8201	SCHOOL CROSSING GUARD.....	LOCAL 790	0	0	
8202	SECURITY GUARD.....	LOCAL 790	12	0	
8204	INSTITUTIONAL POLICE OFFICER.....	LOCAL 790	44	0	
8205	INSTITUTIONAL POLICE SERGEANT.....	LOCAL 790	12	0	
8207	BUILDING AND GROUNDS PATROL OFFICER.....	LOCAL 790	51	0	
8208	PARK PATROL OFFICER.....	LOCAL 790	13	0	
8210	HEAD PARK PATROL OFFICER.....	LOCAL 790	2	0	
8213	POLICE SERVICES AIDE.....	LOCAL 790	21	0	
8214	PARKING CONTROL OFFICER.....	LOCAL 790	281	0	
8216	SENIOR PARKING CONTROL OFFICER.....	LOCAL 790	26	0	
8217	STATION OFFICER.....	LOCAL 790	3	0	
8226	MUSEUM GUARD.....	LOCAL 790	46	0	
8228	SENIOR MUSEUM GUARD.....	LOCAL 790	2	0	
8234	FIRE ALARM DISPATCHER.....	LOCAL 790	4	0	
8236	CHIEF FIRE ALARM DISPATCHER.....	LOCAL 790	0	0	
8238	POLICE COMMUNICATIONS DISPATCHER.....	LOCAL 790	113	0	
8239	SR. POLICE COMMUNICATIONS DISPATCHER....	LOCAL 790	9	0	
8249	FINGERPRINT TECHNICIAN I.....	LOCAL 790	0	0	
8250	FINGERPRINT TECHNICIAN II.....	LOCAL 790	24	0	
8251	FINGERPRINT TECHNICIAN III.....	LOCAL 790	6	0	
8274	POLICE CADET.....	LOCAL 790	4	0	

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Positions	
			Perm	Temp
8280	ENVIRONMENTAL CONTROL OFFICER.....	LOCAL 790	5	0
8301	SHERIFF'S PROPERTY KEEPER.....	LOCAL 790	0	0
8303	SHERIFF'S CIVIL PROCESS ASSISTANT.....	LOCAL 790	0	0
8316	ASSISTANT COUNSELOR.....	LOCAL 790	0	0
8318	COUNSELOR II.....	LOCAL 790	7	0
8320	COUNSELOR-JUVENILE HALL.....	LOCAL 790	69	0
8321	COUNSELOR-BOYS' RANCH SCHOOL.....	LOCAL 790	15	0
8419	PRISONER SERVICES COUNSELOR.....	LOCAL 790	16	0
8420	REHABILITATION SERVICES COORDINATOR.....	LOCAL 790	2	0
8450	CRIMINAL JUSTICE SPECIALIST I.....	LOCAL 790	1	0
8452	CRIMINAL JUSTICE SPECIALIST II.....	LOCAL 790	7	0
8454	CRIMINAL JUSTICE SPECIALIST III.....	LOCAL 790	1	0
8482	CRIME PREVENTION WORKER.....	LOCAL 790	45	0
8484	SUPERVISING CRIME PREVENTION WORKER.....	LOCAL 790	3	0
9102	TRANSIT CAR CLEANER.....	LOCAL 790	72	0
9104	TRANSIT CAR CLEANER ASST SUPERVISOR.....	LOCAL 790	6	0
9106	TRANSIT CAR CLEANER SUPERVISOR I.....	LOCAL 790	1	0
9110	FARE COLLECTIONS RECEIVER.....	LOCAL 790	34	0
9116	SENIOR FARE COLLECTIONS RECEIVER.....	LOCAL 790	14	0
9117	PRINCIPAL FARE COLLECTIONS RECEIVER.....	LOCAL 790	2	0
9118	TRANSIT REVENUE SUPERVISOR.....	LOCAL 790	1	0
9122	TRANSIT INFORMATION CLERK.....	LOCAL 790	13	0
9124	SENIOR TRANSIT INFORMATION CLERK.....	LOCAL 790	4	0
9125	CHIEF TRANSIT INFORMATION CLERK.....	LOCAL 790	0	0
9126	TRANSIT TRAFFIC CHECKER.....	LOCAL 790	12	0
9128	SENIOR TRANSIT TRAFFIC CHECKER.....	LOCAL 790	2	0
9131	STATION AGENT, MUNICIPAL RAILWAY.....	LOCAL 790	59	0
9135	PASSENGER SERVICE SPECIALIST.....	LOCAL 790	1	0
9176	SCHOOL TRANSPORTATION SCHEDULER.....	LOCAL 790	6	0
9202	AIRPORT COMMUNICATIONS DISPATCHER.....	LOCAL 790	30	0
9203	SR. AIRPORT COMMUNICATIONS DISPATCHER...	LOCAL 790	8	0
9204	AIRPORT COMMUNICATIONS SUPERVISOR.....	LOCAL 790	2	0
9205	AIRPORT COMMUNICATIONS COORDINATOR.....	LOCAL 790	1	0
9209	AIRPORT POLICE SERVICES AIDE.....	LOCAL 790	80	0
9212	AIRFIELD SAFETY OFFICER.....	LOCAL 790	26	0
9213	SENIOR AIRFIELD SAFETY OFFICER.....	LOCAL 790	0	0
9220	AIRPORT OPERATIONS SUPERVISOR.....	LOCAL 790	9	0
9230	AIRPORT CUSTODIAL SERVICES SUPERVISOR...	LOCAL 790	1	0
9250	AIRPORT MAINTENANCE SUPERVISOR.....	LOCAL 790	1	0
9252	AIRPORT MAINTENANCE SUPERINTENDENT.....	LOCAL 790	1	0
9355	WHARFINGER I.....	LOCAL 790	1	0
9356	WHARFINGER II.....	LOCAL 790	2	0
9357	CHIEF WHARFINGER.....	LOCAL 790	1	0

SUBJECT 15 - SEPARATIONS III - LAYOFF

APPENDIX D

Class	Title	Local	Budgeted Perm	Position Temp
9361	MANAGER, TENANT FACILITY MAINT.....	LOCAL 790	1	0
9362	ASST SUPT, HARBOR MAINT, BLDGS AND STS..	LOCAL 790	0	0
9363	ASST SUPT, HARBOR MAINT, PIERS AND WHARV	LOCAL 790	1	0
9372	ASSOC ESTIMATOR OF HEAVY CONSTRUCTION...	LOCAL 790	0	0
9376	MARKET RESEARCH SPECIALIST, PORT.....	LOCAL 790	2	0
9380	ADMINISTRATIVE SERVICE OFFICER, PORT....	LOCAL 790	0	0
9385	GENERAL SERVICE OFFICER, PORT OF S.F....	LOCAL 790	2	0
9401	PROGRAM MONITOR I, CITY DEMONSTR AGENCY.	LOCAL 790	0	0
9403	PROGRAM MONITOR II, CITY DEMONSTR AGENCY	LOCAL 790	0	0
9411	CITIZEN PARTICIPATION REHAB MONITOR....	LOCAL 790	0	0
9722	SPECIALIST IN AGING II.....	LOCAL 790	5	0
9760	ASSISTANT TO CAO I.....	LOCAL 790	1	0
9761	ASSISTANT TO CAO II.....	LOCAL 790	6	0
9910	PUBLIC SERVICE TRAINEE.....	LOCAL 790	0	0
9940	PUBLIC WORKS AIDE.....	LOCAL 790	0	0
9951	NEIGHBORHOOD YOUTH CORPS TRAINEE.....	LOCAL 790	0	0
9953	GROUP LEADER NEIGHBORHOOD YOUTH CORPS...	LOCAL 790	0	0
9957	SUPERVISOR NEIGHBORHOOD YOUTH CORPS....	LOCAL 790	0	0
9971	COMMUNITY WORKER.....	LOCAL 790	0	0
9990	COMMUNITY LIAISON OFFICER (FACE).....	LOCAL 790	0	0
B164	SENIOR LAW CLERK.....	LOCAL 790	0	0
B512	GENERAL CLERK-TYPIST.....	LOCAL 790	1	0
B516	SENIOR CLERK-TYPIST.....	LOCAL 790	0	0
P103	SPECIAL NURSE.....	LOCAL 790	0	0
			13,033	0

--- End of Report ---

WORDING OF SPECIAL CONDITIONSBILINGUAL

When a bilingual skill is required which is not enumerated in the Bilingual Skills Section of the format will be used:

LANGUAGE: (specify language)

COMPUTER PROGRAMMING AND OPERATIONS RELATED

When a programming or operations related qualification is required, the following terms will be used:

BASIC
C COMPUTER LANGUAGE
PLI
PICK/REVELATION
DOS/VM
RSTS
IBM SYS 38
TELEPROCESSING

COBOL
ASSEMBLER
DATA BASIC
OS
DOS/VSE/VM
DEC PDPII
4341 DOS
HONEYWELL

HEALTH RELATED

When health related experience is required, the following terms will be used:

Forensic Services
Geriatrics
Emergency Room
Labor & Delivery
Ambulatory Care
Nursery Care
Substance Abuse
Neurosurgery

Children's Programs
Critical Care
Family Health
Gay Services
Toxics/Poison Control
Children's Psychiatric
Sexual Trauma
Activity Therapy

OTHER STANDARDIZED LANGUAGE

When shorthand, typing, licenses, certificates heavy lifting or experience are required, the following formats will be used:

SHORTHAND: (WPM)
TEN-KEY
CERT: (TYPE OF CERTIFICATE)
TYPING: (W/MIN)
LIC: (TYPE OF LICENSE)
HEAVY LIFTING: lbs.
EXP:



SUBJECT 15 - SEPARATIONS III - Layoff

APPENDIX D - PAGE 2

ABBREVIATED LANGUAGE

Listed below are examples of how standardized language is used to abbreviate submitted language:

<u>Special Condition</u>	<u>Abbreviated</u>
Subject to seasonal variation in scheduling	As Needed
on call 24 hours for emergency	On Call
Required to work 6 day week	6 day work week
Possible Overtime	Overtime
Work schedule to be determined by department	Shift: Possible Night/Weekends/Holidays
Part-time: 25 hours per week	25 hours per week
Minimum Experience: Mental Health investigation	Exp: Mental Health investigation (specify time)
Valid FCC 1st or 2nd Class Radio/Tel. License	Lic: FCC Class I or II
Valid California Driver's License	Lic: Cal Driver
Valid Waste Water Certificate Grades I to V	Cert: Waste Water Grades I to V
Ability to Lift 75 lbs.	Hvy Lft: <u>75 lbs.</u>

APPENDIX E - PAGE 1

WORDING OF SPECIAL CONDITIONSBILINGUAL

When a bilingual skill is required which is not enumerated in the Bilingual Skills Section of the **PERSONNEL REQUISITION**, the following format will be used:

LANGUAGE: (specify language)

COMPUTER PROGRAMMING AND OPERATIONS RELATED

When a programming or operations related qualification is required, the following terms will be used:

BASIC	COBOL
C COMPUTER LANGUAGE	ASSEMBLER
PLI	DATA BASIC
PICK/REVELATION	OS
DOS/VM	DOS/VSE/VM
RSTS	DEC PDPII
IBM SYS 38	4341 DOS
TELEPROCESSING	HONEYWELL

HEALTH RELATED

When health related experience is required, the following terms will be used:

Forensic Services	Children's Programs
Geriatrics	Critical Care
Emergency Room	Family Health
Labor & Delivery	Gay Services
Ambulatory Care	Toxics/Poison Control
Nursery Care	Children's Psychiatric
Substance Abuse	Sexual Trauma
Neurosurgery	Activity Therapy

OTHER STANDARDIZED LANGUAGE

When shorthand, typing, licenses, certificates heavy lifting or experience are required, the following formats will be used:

SHORTHAND: (WPM)
 TEN-KEY
 CERT: (TYPE OF CERTIFICATE)
 TYPING: (W/MIN)
 LIC: (TYPE OF LICENSE)
 HEAVY LIFTING: _____ lbs.
 EXP: _____

ABBREVIATED LANGUAGE

Listed below are examples of how standardized language is used to abbreviate submitted language:

<u>Special Condition</u>	<u>Abbreviated</u>
Subject to seasonal variation in scheduling	As Needed
on call 24 hours for emergency	On Call
Required to work 6 day week	6 day work week
Possible Overtime	Overtime
Work schedule to be determined by department	Shift: Possible Night/Weekends/Holidays
Part-time: 25 hours per week	25 hours per week
Minimum Experience: Mental Health investigation	Exp: Mental Health investigation (specify time)
Valid FCC 1st or 2nd Class Radio/Te1. License	Lic: FCC Class I or II
Valid California Driver's License	Lic: Cal Driver
Valid Waste Water Certificate Grades I to V	Cert: Waste Water Grades I to V
Ability to Lift 75 lbs.	Hvy Lft: <u>75 lbs.</u>



Subject 16: Temporary Assignments
Outside of Classification

Section 1: Policy

PURPOSE

To outline the definition and policy related to the implementation of Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification.

AUTHORITY

Civil Service Commission Rule 26
Salary Standardization Ordinance: Acting Assignment Pay,
Section IV HH

RESOURCE

Compensation Unit 557-4990
Civil Service Commission 44 Gough Street

DEFINITION

- A temporary assignment may be made when the duties and responsibilities of an authorized temporarily vacant position must be performed in order to continue the provision of services and/or supervision.
- A temporary assignment may only be made when:
 - an authorized position in a different class is vacant and cannot be filled by a provisional, temporary or permanent appointment;
 - an appointing officer assigns an employee in writing to the full range of duties and responsibilities of a position in the different class.
- After twenty (20) consecutive working days in a temporary assignment an employee is eligible for acting assignment pay when temporarily assigned to a class which has a higher salary schedule (See Section 4). Absence on paid leave does not constitute a break in service for the purpose of computing twenty consecutive working days.
- Nothing in the rule impairs the authority of the appointing officer to assign work to any employee.

NOTE Employees whose salaries are established in accordance with Charter Sections 8.407 and 8.409 are eligible for Acting Assignment Pay.

Employees whose salaries are not established under the provisions of Charter Sections 8.407 and 8.409 are not eligible for Acting Assignment Pay.

Subject 16: Temporary Assignments
Outside of Classification

Section 1: Policy (continued)

POLICY

- Acting assignment pay will not be approved by the Civil Service Commission if a provisional or temporary appointment can be made.
- A temporary assignment may be made if there are sufficient funds in the department's budget to pay for the additional five per cent (5%) of the base pay of the employee who will be temporarily assigned.
- Temporary assignments must be made in writing and approved by the appointing officer or designee.
- Each temporary assignment must have a specific duration. Extensions will require new approvals, as described below.
- Departments will not be permitted to replace an employee on temporary assignment.
- "Acting Assignment Pay" must not be shown on the time roster until the temporary assignment is approved.
- If an approval is not received by the twentieth (20th) working day, the employee shall be given the option of either relinquishing or continuing to perform the duties of the temporary assignment:
 1. If the employee relinquishes the temporary assignment, the temporary assignment may be offered to another employee.
 2. If the employee continues to perform the duties of the temporary assignment and approval is received at a later date, acting assignment pay is authorized beginning at the twenty-first (21st) day of the temporary assignment.

Subject 16: Temporary Assignments
Outside of Classification

Section 2: Description of the TEMPORARY ASSIGNMENT FORM

PURPOSE To provide direction on the use and completion of the TEMPORARY ASSIGNMENT (CSC 2-50) form.

DESCRIPTION OF THE FORM

The TEMPORARY ASSIGNMENT form is a single sheet on white paper. A summary of the Rule and its guidelines are printed on the reverse of the form. When the form has been completed, it will be necessary to make five copies (See Section 3 - Path of a TEMPORARY ASSIGNMENT form).

TEMPORARY ASSIGNMENT Form (CSC 2-50) may be obtained from the Civil Service Commission Mail and Reproduction Unit, Room 52H City Hall between the hours of 8 a.m. to Noon and 1 p.m. to 5 p.m., Monday through Friday.

See Appendix A at the end of this section for a copy of the TEMPORARY ASSIGNMENT Form.

USE OF THE FORM

A TEMPORARY ASSIGNMENT form must be completed whenever a temporary assignment is made.

- If the temporary assignment is made to a class that has the same or a lower pay schedule, do not forward copies as described in "Routing" at the end of Section 2, but place one copy of the completed TEMPORARY ASSIGNMENT form in the employee's personnel file and retain the original.
- If the temporary assignment is made to a class with a higher pay schedule, forward the completed form as described in "Routing" at the end of Section 2.

GUIDELINES (Reverse side of TEMPORARY ASSIGNMENT Form)

Review the guidelines and complete the check list on the reverse of the form. The signature of the Appointing Officer or designee on the front of the form indicates that the proposed assignment meets the conditions of CSC Rule 26.

Subject 16: Temporary Assignments
Outside of Classification

Section 2: Description of the TEMPORARY ASSIGNMENT FORM (continued)

I. INFORMATION ON EMPLOYEE ASSIGNED

1 Name of employee assigned		Social Security Number		Current Salary B/W \$ Step Schedule		Dept Req No			
						CSC Reg No			
2 Current Class Title					Current Appointment Type <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Tenure <input type="checkbox"/> Cert. Temp (TCS) <input type="checkbox"/> Exempt Perm <input type="checkbox"/> Non-Civil Service <input type="checkbox"/> Exempt Temp				
3 Current Funding	Class No	Pos No	Dept	Division	Section	Fund	Object	Index	Project

All information in this section of the form refers to the current status of the employee who will be given the temporary assignment.

1. Employee information: Provide the employee's name, social security number, current salary, salary step, salary schedule for the employee's current class, department requisition number and Civil Service requisition number. Acting assignment pay as defined by the Salary Standardization Ordinance is tied to the current salary of the employee who will be temporarily assigned (See Section 4 - Acting Assignment Pay).
2. Complete all information describing the employee's current status.
3. Complete all information describing the funding for the current position. This information may be obtained from the PERSONNEL REQUISITION.

Subject 16: Temporary Assignments
Outside of Classification

Section 2: Description of the TEMPORARY ASSIGNMENT FORM (continued)

ASSIGNMENT INFORMATION

(Positions which employee will be assigned)

Position Identification (4)	Dept	Division	Section	Fund	Object	Index	Project/Work Phase
Class No & Title of Temporary Assignment (5)					Dept Req No (6)		CSC Req No (7)
Number (This)							
Class No (8)	Date Assignment Begins (9)			Date Assignment Ends (10)		Salary B/W \$ Sched (11)	
Employee Name (12)		Reason for Assignment and Lack of Funds (13)					
Undertaking Assignment by (14)	Dept	Division	Section	Fund	Object	Index	Project/Work Phase

Remember that all the information in this section refers to the proposed temporary assignment. The information needed to complete items 4, 5, 6, and 9, below is obtained from the most recently issued requisition, approved or pending approval, which will identify the authorized position to which the temporary assignment is being made.

4. Position Identification: Enter budget information (Dept, Div, etc.), class number and title and Civil Service requisition number (CSC Req. No.) which is assigned to the vacant position to be filled by temporary assignment.
5. Class Number and Title of Temporary Assignment: Enter class to which the employee is being assigned.
6. Department Requisition Number (Dept. Req. No.): Enter the departmental requisition number which identifies the position to which the temporary assignment is being made.

In cases of a temporary assignment to replace an incumbent who has retired but is still being paid, continue to use the cancelled requisition number of the retired employee.

Subject 16: Temporary Assignments
Outside of Classification

Section 2: Description of the TEMPORARY ASSIGNMENT FORM (continued)

7. CSC Requisition Number: Enter the number assigned by CSC staff to the PERSONNEL REQUISITION.
8. Position Number
(Position No.): Enter the position control number the department uses to identify the position.
9. Date Assignment Begins: Date must be the first day on which the employee assumed the temporary assignment.

Pay is authorized as of the twenty-first (21st) working day.
10. Date Assignment Ends: A date must be entered. Be as accurate as possible since extension of a temporary assignment will require submission of a new TEMPORARY ASSIGNMENT form. However, a lengthy temporary assignment may not be approved.
11. Salary: Enter the new bi-weekly rate and new salary schedule. See Section 4 - Calculating Acting Assignment Pay.
12. Vice: Enter the name and employee number of the person being replaced.
13. Reason for assignment and lack of funds: This section must be completed, giving a specific reason and vice: e.g. "John Jones on long term leave - need unit supervisor" or "pending approval of requisition," etc. Lack of funds, e.g. "Sally White on paid leave," etc.
14. Funding: Complete using any available salary appropriation; any vacant class and position may be identified.

Subject 16: Temporary Assignments
Outside of Classification

Section 2: Description of the Temporary Assignment Form (continued)

III. APPROVALS

Department (Assignment Meets Conditions of Rule 26)	Controller (Funds Available)	
Signature of Appointing Officer	Signature	Date
Title	Civil Service	
	Signature	Date
Date		

15

15. The signature and title of the appointing officer or designee who is authorized to sign Civil Service-related documents is required. The signature confirms that the temporary assignment meets the conditions of CSC Rule 26.

ROUTING

- If the temporary assignment is being made to a class with a higher pay schedule, prepare five copies of the completed TEMPORARY ASSIGNMENT form.
- Route copies as follows:
 - The original and 2 copies to: CSC Timero11 Audit
Room 52D City Hall
 - One copy to: Controller's Payroll
Certification Unit
Room 109 City Hall
 - Two copies to: Employee's personnel file
Department suspense file
- If the class to which the assignment is made is represented by I.F.P.T.E., Local 21 or T.W.U., Local 200, route one copy of the form to: Local 21, 1182 Market Street, Room 425, San Francisco, CA 94102 or Local 200, 660 Howard Street, Third Floor, San Francisco, CA 94105 (See Appendix B for a list of classes represented by Locals 21 and 200).

NOTE: In order to facilitate the review and approval process, the TEMPORARY ASSIGNMENT form must be completed as soon as it is known that a temporary assignment for more than twenty (20) days will be made. TEMPORARY ASSIGNMENT forms should be hand-carried and left at each office listed above to prevent any delay in the review process.

Subject 16: Temporary Assignments
Outside of Classification

Section 3: The Path of a TEMPORARY ASSIGNMENT form

PURPOSE To describe the review process of a TEMPORARY ASSIGNMENT form.

As described in Section 2, the TEMPORARY ASSIGNMENT form is sent to the Civil Service Commission Payroll Audit Unit (original and two copies), and the Controller's Payroll Certification Unit (one copy).

CSC PAYROLL AUDIT UNIT

1. Logs the original and two copies.
2. Forwards the original and two copies to the CSC Compensation Unit.

CSC COMPENSATION UNIT

1. Reviews the TEMPORARY ASSIGNMENT request.
2. Contacts the department for additional information if required.
3. Approves or denies the request.
 - If approved, sends the original TEMPORARY ASSIGNMENT form and one copy to the CSC Payroll Audit Unit and retains one copy of the TEMPORARY ASSIGNMENT form.
 - If denied, sends a letter to the department, sends a copy of the letter and the original TEMPORARY ASSIGNMENT form and one copy to the CSC Payroll Audit Unit and retains a copy of the TEMPORARY ASSIGNMENT form.

CONTROLLER'S PAYROLL CERTIFICATION UNIT

1. Logs and sends the TEMPORARY ASSIGNMENT form to the department's fund accountant, who
 - Verifies that there are sufficient funds for the duration of the temporary assignment.
 - Certifies that funds are or are not available.
 - Returns the TEMPORARY ASSIGNMENT form to the Controller's Payroll Certification Unit.
2. Forwards TEMPORARY ASSIGNMENT form to the CSC Payroll Audit Unit.

Subject 16: Temporary Assignments
Outside of Classification

Section 3: The Path of a TEMPORARY ASSIGNMENT form (continued)

CSC PAYROLL AUDIT

Receives the original form and one copy from CSC Compensation Unit and the copy from the Controller's office.

1. If approved by the Controller and CSC Compensation Unit:
 - Returns the original to the department
 - Returns the Controller's copy to the Controller
 - Retains one copy for payroll audit purposes
2. If denied by the Controller or CSC Compensation Unit:
 - Returns the original and Controller's copy to the department
 - Retains one copy for payroll audit purposes

THE DEPARTMENT

1. Receives the original form with the necessary approvals.
2. Makes a copy of the approved form and forwards it to the Controllers' Payroll and Personnel Division (PPSD) with the PERSONNEL ACTION REPORT (PAR).
3. Makes a copy of the approved form and forwards it to the Employees' Retirement System.

Subject 16: Temporary Assignments
Outside of Classification

Section 4: Calculating Acting Assignment Pay

PURPOSE To provide instructions and examples for calculating acting assignment pay.

RESOURCES Compensation Unit 557-4990
Civil Service Commission 44 Gough Street

PROCESS

Salary calculations are usually prepared by the departmental payroll and personnel clerk. However, the following information will be useful.

- To calculate acting assignment pay:
 1. Multiply the employee's current salary by 1.05.
 2. Find the step in any existing salary schedule which equals the product calculated in number 1 above. If a salary step exists which matches exactly, this is the employee's acting assignment pay (see Example 1).
 3. If there is no exact match, find the next highest salary step in any salary schedule (see Example 2).
 4. In no case can the acting assignment pay determined in step 2 or 3 above exceed step 5 of the class to which temporarily assigned (see Example 3).
- The Salary Standardization Ordinance authorizes employees to receive an increase to a salary schedule that represents at least 5% above the employee's current base pay, subject to the limitation described below. The operative concept is salary schedule rather than salary step. Premiums based on a percent of salary are paid at a rate which includes the acting assignment pay.

EXAMPLE 1

Employee is paid \$1800 biweekly and is temporarily assigned to a class with a maximum rate of \$2004 biweekly; $\$1800 \times 1.05 = \1890 biweekly; salary schedule 58.1 - step 5 = \$1890. Therefore, the acting assignment pay in this case would be \$1890 biweekly.

EXAMPLE 2

Employee is paid \$934 biweekly and is temporarily assigned to a class with a maximum rate of \$1003 biweekly; $\$934 \times 1.05 = \980.70 ; \$979 (schedule 44.4 - step 5) does not achieve the required 5% minimum adjustment. Therefore, step 5 of schedule 44.5 (\$984) would be the acting assignment pay in this case.

Subject 16: Temporary Assignments
Outside of Classification

Section 4: Calculating Acting Assignment Pay (continued)

EXAMPLE 3

Employee is paid \$984 biweekly and is temporarily assigned to a class with a maximum rate of \$1008 biweekly; $984 \times 1.05 = \$1033.20$ biweekly. The employee's acting assignment pay in this case would be \$1008 biweekly since the acting assignment pay cannot exceed step 5 of the class to which temporarily assigned.

Subject 16: Temporary Assignments
Outside of Classification

Section 5: Questions and Answers

PURPOSE

To respond to questions related to the application of the provisions of the Salary Standardization Ordinance Section IV.HH Acting Assignment Pay and Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification.

Who is eligible for ACTING ASSIGNMENT PAY?

Employees whose salaries are established in accordance with the provisions of Charter Sections 8.407 and 8.409.

Are there time limits on a temporary assignment?

A temporary assignment is limited by the existence of conditions which prevent making a provisional, temporary or permanent appointment.

Within the restrictions above and with the assignment in writing to the full range of duties and responsibilities of another class, a temporary assignment may be of any duration.

Why should a TEMPORARY ASSIGNMENT form be completed if the assignment is made for twenty days or less?

The completed form verifies experience outside of classification which may enable the employee to qualify for future Civil Service examinations.

When should a TEMPORARY ASSIGNMENT form be initiated?

A TEMPORARY ASSIGNMENT form should be prepared as soon as it is known that a temporary assignment will be made.

1. The form should be hand-carried to the Controller's Payroll; CSC Certification Unit, City Hall; and CSC Payroll Audit Unit, 44 Gough Street when it is anticipated or known that acting assignment pay is involved (See Section 2 above).
2. The form should be completed and retained by the department if the acting assignment is for a period of twenty (20) days or less.

Subject 16: Temporary Assignments
Outside of Classification

Section 5: Questions and Answers

Is the assignee entitled to a supervisory differential when the temporary assignment will result in the assignee supervising individuals who are paid more than the assignee?

No. See Salary Standardization Ordinance Section IV - Supervisory Differential Adjustment.

If an employee is assigned a new duty on a temporary or permanent basis, should a temporary assignment be made?

No.

For example, as part of his job, a clerk who has been responsible for giving packets of printed information to members of the public, must now collect and account for the fees received for the information packets. This work requires that the clerk make change, keep records of the money and deposit the money with the department's accountant.

The addition of related duties does not require a temporary assignment. Only when the full range of duties of a vacant position is assigned in writing by the appointing officer and it is not possible to make an appointment to an authorized, vacant position can a temporary assignment be made.

What must be done when a request for a temporary assignment has been denied during the approval process (Controller or Civil Service)?

The department must:

1. Notify the employee holding the temporary assignment of the denial and give the employee the option of either continuing in or relinquishing the temporary assignment;
2. If the employee relinquishes the temporary assignment, a new employee may be given the temporary assignment.

Subject 17: Leaves of Absence

Section 1: General Information

PURPOSE

To define the various leaves of absence which may be granted to City and County employees and to detail Civil Service Commission policies governing leaves, the procedures for submission of a request for leave, and the procedures for approval and recordation of a leave.

DEFINITION

A leave is an absence from duty which has been approved by the appointing officer for a specified period of time and for one of the reasons outlined in Civil Service Commission Rules.

RESOURCES

San Francisco Charter, Part Six: Leaves of Absence

Section 8.360 - Civil Service Rules

Section 8.361 - Military and War Effort
Leaves of Absence

Section 8.363 - Leaves Due to Illness or Disability

Section 8.440 - Annual Vacation of Employees

Civil Service Commission Rule 22 - Leaves of Absence

FORMS

REQUEST FOR LEAVE (CSC 7-20)

SEPARATION REPORT (CSC 1-67)

SUMMARY OF LEAVE OF ABSENCE PROVISIONS (CSC 7-20A)

OUTLINE OF SUBJECT

This Subject is arranged in this Manual as follows:

Section 1: General Information

Section 2: Types of Leaves

Section 3: Use of Forms

Section 4: Abridgement of Leave

Section 5: Policy and Procedures Governing
Personal Leaves of Absence

Subject 17: Leaves of Absence

Section 2: Types of Leaves

SICK LEAVE (CSC Rule 22.02)

Absence from duty due to one or more of the following reasons:

1. Illness, including alcoholism, or injury other than illness or injury arising out of or in the course of City and County employment.
2. Bereavement as defined in Civil Service Commission Rule 22.02 A(3).
3. Employee's pregnancy or convalescent period following childbirth.
4. Illness, injury, medical or dental appointment of a child for whom the employee has parenting responsibilities.
5. Leave imposed by an appointing officer due to an employee's inability or incapacity to perform all the duties of the position.

Employees who are absent from duty for one of the above reasons may not work in any other employment during the period of absence due to sick leave unless the appointing officer and the General Manager, Personnel grant permission for the employee to engage in secondary employment.

SICK LEAVE WITH PAY (CSC Rule 22.02B)

Employees who have served a total of six (6) continuous months of regularly scheduled paid service earn sick leave with pay credits.

Sick leave with pay credits are earned at the rate of four (4) hours of sick leave with pay credits earned for eighty (80) hours worked.

Denial by the appointing officer of an employee's request for sick leave with pay may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

SICK LEAVE WITHOUT PAY (CSC Rule 22.02C)

Employees who are not eligible for sick leave with pay or who have exhausted sick leave with pay credits may take sick leave without pay as follows:

1. Temporary and Provisional Employees - sick leave may be granted for one (1) month at a time, up to a maximum of three (3) months, except for maternity leave.

Subject 17: Leaves of Absence

Section 2: Types of Leaves (continued)

SICK LEAVE WITHOUT PAY (cont.)

2. Permanent employees - sick leave may be granted for three (3) months at a time, up to a maximum of one (1) year, unless a designated Civil Service Commission physician advises that there is a reasonable probability that the employee will be able to return to employment. In such case, the leave may be extended for periods of three (3) months up to a maximum of one additional year of sick leave. The decision of the appointing officer is final in matters relating to sick leave without pay.

LEAVE DUE TO BATTERY (CSC Rule 22.02B(8))

Upon recommendation of the appointing officer and subject to the approval of the General Manager, Personnel, an employee injured or made ill during the course of employment by an act of criminal violence is entitled to sick leave with pay which is not charged against earned sick leave with pay credits.

Denial by the General Manager, Personnel of the request for leave due to battery may be appealed to the Civil Service Commission whose decision is final.

COMPULSORY SICK LEAVE (CSC Rule 22.02D)

Sick leave imposed by an appointing officer after an employee has been evaluated by a designated Civil Service Commission physician and found medically or physically incompetent to perform the required duties of the position.

An employee placed on compulsory sick leave may appeal the decision, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. The use of one option precludes the use of the other option.

DISABILITY LEAVE (CSC Rule 22.02E)

Leave due to illness or injury which arose out of and in the course of employment.

Disability leaves are administered by the Workers' Compensation Division of the Employees' Retirement System (554-1777).

Subject 17: Leaves of Absence

Section 2: Types of Leaves (continued)

MILITARY LEAVE (CSC Rule 22.03)

Leave to serve in the armed forces of the United States or the State of California during both times of war and times of peace.

Specific requirements and employee rights for military leave are governed by federal and state laws, the Charter and Civil Service Commission Rule 22.03.

LEAVE TO ACCEPT OTHER CITY AND COUNTY POSITION (CSC RULE 22.04)

Leave by permanent employees with the approval of the appointing officer, to accept temporary or exempt appointment in another classification for the duration of such temporary or exempt appointment.

Denial by the appointing officer of an employee's request for leave to accept a temporary or exempt appointment may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

EDUCATIONAL LEAVE (CSC RULE 22.05)

Unpaid leave by permanent employees to obtain educational or vocational training in a field related to the employee's current position. Educational leave may be approved by the appointing officer for periods of up to one (1) year. Requests for educational leave longer than one (1) year must be renewed each year.

Denial by the appointing officer of an employee's request for educational leave may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

LEAVE FOR CIVILIAN SERVICE IN THE NATIONAL INTEREST (CSC Rule 22.06)

Unpaid leave by a permanent employee to serve in a federal, state or other public agency, or a non-profit organization, in a capacity deemed by the General Manager, Personnel to be in the national or general public interest. Such leave may be approved by the appointing officer for periods of up to one (1) year. Requests for longer leave must be renewed each year.

Denial by the appointing officer of an employee's request for leave to serve in the national interest may be appealed at the employee's option either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

Subject 17: Leaves of Absence

Section 2: Types of Leaves (continued)

LEAVE FOR EMPLOYMENT AS AN EMPLOYEE ORGANIZATION OFFICER OR REPRESENTATIVE
(CSC RULE 22.07)

Unpaid leave by a permanent employee either to serve as a full-time officer or representative of an employee organization whose membership includes city employees, or to attend a convention or business meeting as an officer or representative of an employee organization. Such leave may be approved for the duration of such service.

Denial by the appointing officer of an employee's request for leave to accept employment as an employee organization officer or representative may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

FAMILY CARE LEAVE (CSC Rule 22.08)

Unpaid leave for permanent employees who have one (1) or more years of continuous service for the following reasons:

1. The birth of a biological child of the employee.
2. The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker.
3. The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities.
4. The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

Denial by an appointing officer of an employee's request for family care leave may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

Subject 17: Leaves of Absence

Section 2: Types of Leaves (continued)

WITNESS OR JURY DUTY LEAVE (CSC RULE 22.09)

Leave to serve as a witness on behalf of the City and County of San Francisco or as a juror in any judicial proceeding during the employee's regularly scheduled duty time. Such leave will be with pay less the amount of juror or witness fee paid to the employee.

RELIGIOUS LEAVE (CSC RULE 22.13)

Leave for employees whose religious beliefs require that employees abstain from work during certain periods of the work day or work week. Such leave will be without pay unless the employee elects to use accumulated compensatory time off, vacation or a floating holidays.

Denial by an appointing officer of an employee's request for religious leave may be appealed, at the employee's option, either through the grievance procedure or to the General Manager, Personnel whose decision is final. Use of one option precludes the use of the other option.

PERSONAL LEAVE (CSC Rule 22.14)

Leave for reasons not specifically covered in other rules, ordinances or the Charter.

See Section 5 for a comprehensive outline of the policies and procedures governing personal leaves.

VACATION (Charter Section 8.440 - Annual Vacation of Employees;
Administrative Code, Article II - Vacation, CSC Rule 22.11)

Annual vacation is a paid absence for employees who have worked on a regular schedule for at least one (1) year.

After one (1) year of continuous, regularly scheduled employment, employees earn two (2) weeks vacation. After five (5) years of continuous, regularly scheduled employment, employees earn three (3) weeks of vacation. After fifteen years of continuous, regularly scheduled employment, employees earn four (4) weeks of vacation. Part-time employees earn vacation on a pro rata basis.

Subject 17: Leaves of Absence

Section 2: Types of Leaves (continued)

INVOLUNTARY LEAVE OF ABSENCE (CSC Rules 22.12 and 32.11)

See Subject 15 - Separations III - Layoff



City and County of San Francisco

Request for Leave

(Read reverse side for important information on leaves prior to completing form)

SECTION I - EMPLOYEE MUST COMPLETE.

NEW _____ RENEWAL _____

Name _____ Social Security No. _____ Telephone No. _____

Address _____ City _____ State _____ Zip Code _____

Department _____ Class No. & Title _____

Employment Status: (Check one)

Permanent ☐ Probationary ☐ Temporary ☐ Provisional ☐ Exempt ☐

Date of Leave: From _____ Through _____ Inclusive

Type of Leave Requested: (Check one below)

- ☐ Sick leave with pay ☐ Sick leave without pay
- ☐ Check if you will be receiving State Disability Insurance and wish to supplement with Sick Leave, Vacation or Compensatory Time credits (Read Note 4 on reverse side)
- ☐ Check if you will be receiving State Disability Insurance and DO NOT wish to supplement with sick leave, vacation or compensatory time credits (Read Note 4 on reverse side)
- ☐ Military Leave (copy of orders attached)
- ☐ Educational Leave (for permanent employees only)
- ☐ Family Care Leave (for permanent employees only)
- ☐ Personal Leave (See Reverse Side)
- ☐ To Accept Other City and County Employment (for permanent employees only)

Department: _____ Class No. & Title _____

☐ Other: (Specify) _____

Signature _____ Date _____

SECTION II - HEALTH CARE PROVIDER MUST COMPLETE (Read Notes 2 & 3 on reverse side)

I, the undersigned health care provider, do hereby certify that the above-named employee is incapacitated for the performance of required duties for the reasons and time period indicated below. In signing this form, I understand and agree to answer in a timely fashion employer's reasonable questions as to the basis of the statements made on this form. I understand that my cooperation is necessary to secure employer's approval of sick leave.

Nature of Illness _____

Date of leave: From _____ Through _____ Inclusive (See Note 3 on Reverse)

Health Care Provider: (Print Name) _____ License No. _____

Address _____ City _____ State _____ Zip Code _____

Signature _____ Date _____ Telephone _____

RETURN TO PATIENT WHO IS RESPONSIBLE FOR FORWARDING TO THE EMPLOYER.

SECTION III - APPROVALS

NAME/TITLE	SIGNATURE	DATE	APPROVE	DISAPPROVE (Attach Reason(s))
(Employee's Supervisor)				
(Personnel Officer/Designee)				
(Appointing Officer/Designee)				

Subject 17: Leaves of Absence

Section 3: Use of Forms

PURPOSE

To describe the two (2) forms which may be required when an employee is requesting a leave of absence of over five (5) days and to outline the process for submitting these forms.

FORMS

REQUEST FOR LEAVE (CSC 7-20)
SEPARATION REPORT (CSC 1-67)

The above forms are available for pick-up from the CSC Mail and Reproduction Unit, Room 52C (Basement) City Hall, between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

REQUEST FOR LEAVE

The REQUEST FOR LEAVE (CSC 7-20) is a form printed on white paper with the general provisions governing leaves printed on the reverse side.

A copy of the REQUEST FOR LEAVE is on the facing page.

The REQUEST FOR LEAVE is initiated by the employee who completes SECTION I, obtains the certification of the health care provider in SECTION II if sick leave of over five (5) days is requested, and forwards the REQUEST FOR LEAVE to his/her supervisor.

The employee's supervisor is responsible for forwarding the request through the departmental administration.

If the REQUEST FOR LEAVE is approved, the department prepares a SEPARATION REPORT (CSC 1-67) for submission to the Civil Service Commission. See instructions below for completion and distribution of the SEPARATION REPORT.

If disapproved, the employee must be notified of the disapproval and informed of his/her appeal rights.

SEPARATION REPORT

The SEPARATION REPORT (CSC 1-67) is a seven-page carbon inter-leafed form which is color-coded with the distribution noted on the bottom margin. A copy of the form is on the reverse side of this page.

A supply of the SEPARATION REPORT is available for pick-up in Room 52C, City Hall, between 8 a.m. to 12 Noon and 1 p.m. and 5 p.m., Monday through Friday.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION

SEPARATION REPORT

NAME (LAST, FIRST, M.I.)				DATE ISSUED		DEPT. CONTROL NO.		CIVIL SERVICE USE ONLY SR-						
CLASS		TITLE		DATE OF BIRTH		SOCIAL SECURITY NO.								
TYPE OF APPOINTMENT			WORK SCHEDULE		PART-TIME HOURS		CSC RQ NUMBER		RANK	LIST	CERTIFICATION OR START WORK DATE			
<input type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED TEMP (TCS) <input type="checkbox"/> NON CIVIL SERVICE (NCS)			<input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED		DEPT		DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER
DATE EFFECTIVE		IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE?			IF NOT, SPECIFY EMPLOYEE'S NEW DEPARTMENT									
		<input type="checkbox"/> YES <input type="checkbox"/> NO												
IS THE EMPLOYEE SERVING A PROBATIONARY PERIOD AT THE TIME OF SEPARATION?			IF YES SPECIFY TYPE			ADDRESS - COMPLETE FOR PARTS 3, 4 OR 6 ONLY								
<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> ENTRANCE <input type="checkbox"/> PROMOTIVE			TELEPHONE NUMBER:								

1 ☐ REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY

NEW POSITION	DEPT. REQUISITION NO.	CSC RQ NUMBER	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER
--------------	-----------------------	---------------	------	-----	-----	------	--------	-------	-----------------

2 ☐ LEAVE/SUSPENSION OVER 5 DAYS

<input type="checkbox"/> SICK LEAVE <input type="checkbox"/> SUSPENSION <input type="checkbox"/> MATERNITY LEAVE <input type="checkbox"/> OTHER - SPECIFY _____		<input type="checkbox"/> LEAVE TO ACCEPT A TEMPORARY APPOINTMENT <input type="checkbox"/> PERSONAL LEAVE <input type="checkbox"/> MILITARY (ATTACH COPY OF ORDERS)		APPROVED DURATION START DATE	
				END DATE	

3 ☐ DISCHARGE

☐ DISMISSAL/TERMINATION
☐ AUTOMATIC RESIGNATION

4 ☐ RESIGNATION

<input type="checkbox"/> SATISFACTORY SERVICES <input type="checkbox"/> UNSATISFACTORY SERVICES <input type="checkbox"/> TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)		BY THE APPOINTEE: I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 13 & 33)	
SIGNATURE		DATE	

5 ☐ OTHER

☐ REINSTATEMENT
☐ TRANSFER
☐ RETIREMENT
☐ DEATH
☐ EMPLOYEE HAS REACHED PERMISSIBLE LIMIT OF TEMPORARY EMPLOYMENT

6 ☐ LAY-OFF

<input type="checkbox"/> INVOLUNTARY LEAVE <input type="checkbox"/> INVOLUNTARY LAY-OFF <input type="checkbox"/> VOLUNTARY LAY-OFF <input type="checkbox"/> ELECTIVE INVOLUNTARY LEAVE		REASON <input type="checkbox"/> LACK OF WORK <input type="checkbox"/> LACK OF FUNDS <input type="checkbox"/> DISPLACED <input type="checkbox"/> RETRENCHMENT		NOTIFICATION <input type="checkbox"/> HAND DELIVERED <input type="checkbox"/> CERTIFIED MAIL		BY THE APPOINTEE: I ACKNOWLEDGE RECEIPT OF THE CIVIL SERVICE INFORMATION LEAFLET.	
				SIGNATURE		DATE	

APPOINTING OFFICER SIGNATURE		TELEPHONE NUMBER		CIVIL SERVICE USE	
DEPARTMENT		NAME/TITLE		RQ LOG _____ POSTED _____ HOLD OVER CANVASSED _____	

Subject 17: Leaves of Absence

Section 3: Use of Forms (continued)

COMPLETION OF THE FORM

The SEPARATION REPORT must be completed by the department for all leaves of absence of over five (5) days except leave due to battery and disability leave.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION				SEPARATION REPORT										
NAME (LAST, FIRST, M.I.)				DATE ISSUED		DEPT. CONTROL NO.		CIVIL SERVICE USE ONLY SR-						
CLASS		TITLE		DATE OF BIRTH				SOCIAL SECURITY NO.						
TYPE OF APPOINTMENT			WORK SCHEDULE		PART-TIME HOURS		CSC RQ NUMBER		RANK		LIST		CERTIFICATION OR START WORK DATE	
<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED-TEMP (TCS) <input type="checkbox"/> TEMP (NCS)			<input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED		DEPT		DIV		SEC		FUND	
													OBJECT	
													CLASS	
													POSITION NUMBER	
IS EFFECTIVE		IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE?				IF NOT, SPECIFY EMPLOYEE'S NEW DEPARTMENT								
		<input type="checkbox"/> YES <input type="checkbox"/> NO												
THE EMPLOYEE RECEIVING A SEPARATION FROM THE CITY OF SEPARATION?		IF YES SPECIFY TYPE				ADDRESS - COMPLETE FOR PARTS 3, 4 OR 6 ONLY								
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> ENTRANCE <input type="checkbox"/> PROMOTIVE				TELEPHONE NUMBER:								

All parts in this section of the SEPARATION FORM must be completed by the department.

Subject 17: Leaves of Absence

Section 3: Use of Forms (continued)

1	<input type="checkbox"/> REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY									
NEW POSITION	DEPT. REQUISITION NO.	CSC RQ NUMBER	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER	

2 <input type="checkbox"/> LEAVE/SUSPENSION OVER 5 DAYS <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> SUSPENSION <input type="checkbox"/> MATERNITY LEAVE <input type="checkbox"/> OTHER - SPECIFY _____ </div> <div style="width: 45%;"> <input type="checkbox"/> LEAVE TO ACCEPT A TEMPORARY APPOINTMENT <input type="checkbox"/> PERSONAL LEAVE <input type="checkbox"/> MILITARY (ATTACH COPY OF ORDERS) </div> </div>	<div style="border: 1px solid black; padding: 5px;"> APPROVED DURATION START DATE END DATE </div>
---	--

4 <input type="checkbox"/> RESIGNATION <input type="checkbox"/> SATISFACTORY SERVICES <input type="checkbox"/> UNSATISFACTORY SERVICES <input type="checkbox"/> TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)	BY THE APPOINTEE: I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 13 & 33) <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ DATE _____ </div>	3 <input type="checkbox"/> DISCHARGE <input type="checkbox"/> DISMISSAL/TERMINATION <input type="checkbox"/> AUTOMATIC RESIGNATION
--	--	---

6 <input type="checkbox"/> LAY-OFF <input type="checkbox"/> INVOLUNTARY LEAVE <input type="checkbox"/> INVOLUNTARY LAY-OFF <input type="checkbox"/> VOLUNTARY LAY-OFF <input type="checkbox"/> ELECTIVE INVOLUNTARY LEAVE	REASON <input type="checkbox"/> LACK OF WORK <input type="checkbox"/> LACK OF FUNDS <input type="checkbox"/> DISPLACED <input type="checkbox"/> RETRENCHMENT	NOTIFICATION <input type="checkbox"/> HAND DELIVERED <input type="checkbox"/> CERTIFIED MAIL	BY THE APPOINTEE: I ACKNOWLEDGE RECEIPT OF THE CIVIL SERVICE INFORMATION LEAFLET. <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ DATE _____ </div>
--	--	--	---

APPOINTING OFFICER SIGNATURE _____ DEPARTMENT _____	TELEPHONE NUMBER _____ NAME/TITLE _____	CIVIL SERVICE USE RQ LOG _____ POSTED _____ HOLDOVER CANVASSED _____
--	--	---

CSC 1-87 (REV. 3/89)

CIVIL SERVICE

3000-06

Only the sections highlighted above must be completed in the department.



Subject 17: Leaves of Absence

Section 3: Use of Forms (continued)DISTRIBUTION OF THE REQUEST FOR LEAVE AND SEPARATION REPORT

For all types of leaves, except vacation, leave due to battery and disability leave, a SEPARATION REPORT must be completed in the department and forwarded as follows:

<u>COPY</u>	<u>COLOR</u>	<u>DEPARTMENT</u>
A	Green	Civil Service, Room 153 City Hall
B	Blue	Civil Service, Room 52D City Hall
C	Yellow	Department
D	White	Employee
E	Goldenrod	Health Service System
F	Pink	Retirement System
G	White	Gates-McDonald Company

NOTES

1. For the following types of leaves over five (5) days, a copy of the REQUEST FOR LEAVE must be attached to Copy A (Green) of the SEPARATION REPORT and forwarded to the Civil Service Commission:
 - Military Leave (with orders attached)
 - Leave to Accept Temporary or Exempt City and County Employment
 - Leave for Civilian Service in the National Interest
 - Leave for Employment as an Employee Organization Officer or Representative
 - Personal Leave
2. For the following types of leaves over five (5) days, the REQUEST FOR LEAVE is retained in the department:
 - Sick Leave with Pay
 - Sick Leave without Pay
 - Educational Leave
 - Family Care Leave
 - Religious Leave

SUMMARY OF LEAVE OF ABSENCE PROVISIONS

TYPE OF LEAVE	EXTENDS PROBATION	APPEALABLE	MAXIMUM DURATION ALLOWED	*FORMS REQUIRED WHEN OVER FIVE (5) DAYS	*FORMS TO CSC WHEN OVER FIVE(5) DAYS	CSC RULE SECTIONS
SICK LEAVE WITH PAY OVER 5 DAYS (Except Maternity)				S/R R/L	S/R	22.02A 22.02B 16.05B
Permanent	YES	YES	6 months			
Temporary	N/A	YES	6 months			
SICK LEAVE WITHOUT PAY OVER 5 DAYS (Except Maternity)				S/R R/L	S/R	22.02A 22.02C 16.05B
Permanent	YES	NO	1 year			
Temporary	N/A	NO	3 months			
SICK LEAVE - MATERNITY (with or without pay) (Permanent & Temporary)	YES	Must be Granted	6 months	S/R R/L	S/R	22.02A(3)(d) 16.05B
COMPULSORY SICK LEAVE (Permanent & Temporary)	YES	YES	See Rule	S/R (Indicate Compulsory)	S/R	22.020 16.05B 22.02B(8)
LEAVE DUE TO BATTERY	YES	YES (to CSC)	1 year	None	Letter to CSC	16.05C
DISABILITY LEAVE (Workers' Compensation) (Permanent & Temporary)	YES	NO	Per Retirement System	DWC-1	None	22.02E 16.05C
MILITARY LEAVE (Permanent & Temporary)	NO	Must be Granted	For Duration of Service	S/R, R/L and Orders	S/R, R/L and Orders	22.03 16.05E
LEAVE TO ACCEPT TEMPORARY OR EXEMPT CITY & COUNTY EMPLOYMENT (Permanent Only)	YES	YES	For Duration of other Work	S/R R/L	S/R R/L	22.04 16.05A 16.05E
EDUCATIONAL LEAVE (Permanent Only)	YES	YES	1 year	S/R R/L	S/R	22.05 16.05A
LEAVE FOR CIVILIAN SERVICE (Permanent Only)	YES	YES	1 year	S/R R/L	S/R R/L	22.06 16.05A
LEAVE FOR EMPLOYMENT - EMPLOYEE ORGANIZATION (Permanent Only)	YES	YES	For Duration of Employment	S/R R/L	S/R R/L	22.07 16.05A
FAMILY CARE LEAVE (Permanent With 1 Year Service)	YES	YES	1 year	S/R R/L	S/R	22.08 16.05A
WITNESS/JURY DUTY LEAVE (Permanent & Temporary)	NO	Must be Granted	For Duration of service	Proof of Service From Court.&S/R	Proof of Service From Court.&S/R	22.09 16.05E
INVOLUNTARY LEAVE (Permanent & Prob. Only)	YES	NO	5 year	S/R	S/R	32.11 16.05A
RELIGIOUS LEAVE OVER 5 DAYS	YES	YES	N/A	S/R R/L	S/R	22.13 16.05A
PERSONAL LEAVE				S/R	S/R	
Permanent	YES	NO	1 year	R/L	R/L	22.14
Temporary	N/A	NO	1 month			16.05A

* FORMS

S/R SEPARATION REPORT (CSC 1-67)

R/L REQUEST FOR LEAVE (CSC 7-20)

DWC-1 EMPLOYEE'S CLAIM FOR WORKERS COMPENSATION BENEFITS (DWC

Subject 17: Leaves of Absence

Section 3: Use of forms (continued)

3. For Leave Due to Battery, the appointing officer must submit a letter requesting approval of the leave to the General Manager, Personnel. A SEPARATION REPORT is not required.
4. For Witness or Jury Duty Leave, proof of service from the court must be attached to Copy A (Green) of the SEPARATION REPORT and forwarded to the Civil Service Commission.

SEE FACING PAGE FOR A COPY OF THE SUMMARY OF LEAVE OF ABSENCE PROVISIONS (CSC 7-20A).

Subject 17: Leaves of Absence

Section 4: Abridgement of Leave

PURPOSE

To define abridgement of leave of absence and to outline the procedures for reporting an abridgement of leave of absence to the Civil Service Commission.

DEFINITION

An abridgement of a leave of absence is the shortening of the length of an employee's leave of absence. A leave cannot be abridged unless approved by the appointing officer or designee. Abridgement of sick leave requires that the employee present medical evidence to the appointing officer of capability to perform all the duties of the position.

RESOURCE

Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01D.

FORM

SEPARATION REPORT (CSC 1-67)

Subject 17: Leaves of Absence

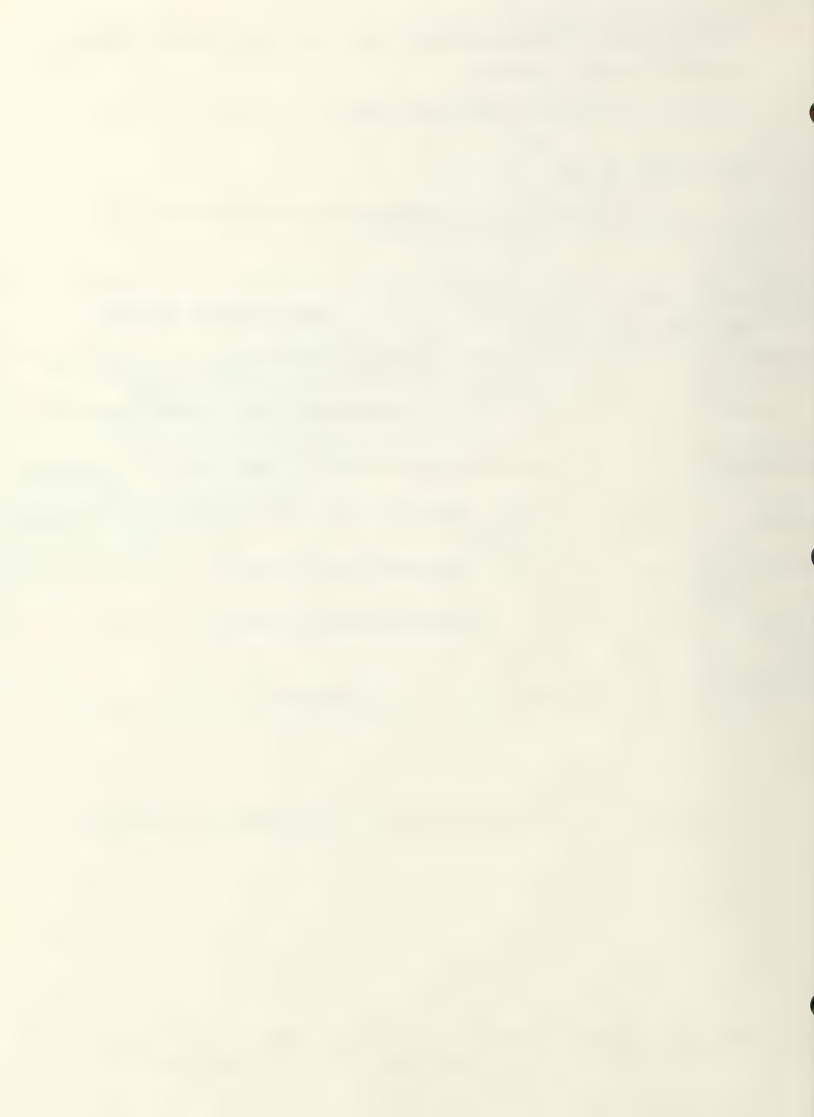
Section 4: Abridgement of Leave (continued)

COMPLETION OF THE FORM

The SEPARATION REPORT must be completed by the department whenever an abridgement of leave of absence is approved.

CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION				SEPARATION REPORT											
NAME (LAST, FIRST, M.I.)				DATE ISSUED		DEPT. CONTROL NO.		CIVIL SERVICE USE ONLY SR- _____							
CLASS		TITLE		DATE OF BIRTH				SOCIAL SECURITY NO.							
TYPE OF APPOINTMENT				WORK SCHEDULE		PART-TIME HOURS		CSC REQ NUMBER		RANK		LIST		CERTIFICATION OR START WORK DATE	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> CERTIFIED TEMP (FCS) <input type="checkbox"/> LIMITED TENURE <input type="checkbox"/> EXEMPT-PERM. <input type="checkbox"/> EXEMPT-TEMP.				<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SCHOOL TERM <input type="checkbox"/> AS NEEDED		DEPT		DIV		SEC		FUND		OBJECT	
NON CIVIL SERVICE (NCS)												CLASS		POSITION NUMBER	
DATE EFFECTIVE		IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE?				IF NOT, SPECIFY EMPLOYEE'S NEW DEPARTMENT									
		<input type="checkbox"/> YES <input type="checkbox"/> NO													
IS THE EMPLOYEE SERVING A PROBATIONARY PERIOD AT THE TIME OF SEPARATION?				IF YES SPECIFY TYPE				ADDRESS - COMPLETE FOR PARTS 3, 4 OR 6 ONLY							
<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> ENTRANCE <input type="checkbox"/> PROMOTIVE											
TELEPHONE NUMBER:															

All parts of this section of the form must be completed by the department.



Subject 17: Leaves of Absence

Section 4: Abridgement of Leave (continued)

1 <input type="checkbox"/> REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY									
NEW POSITION	DEPT. REQUISITION NO.	CSC RQ NUMBER	DEPT	DIV	SEC	FUND	OBJECT	CLASS	POSITION NUMBER

2 <input type="checkbox"/> LEAVE/SUSPENSION OVER 5 DAYS <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ SICK LEAVE _____ SUSPENSION _____ MATERNITY LEAVE _____ OTHER - SPECIFY _____ </div> <div style="width: 45%;"> _____ LEAVE TO ACCEPT A TEMPORARY APPOINTMENT _____ PERSONAL LEAVE _____ MILITARY (ATTACH COPY OF ORDERS) </div> </div>	<div style="border: 1px solid black; padding: 5px;"> APPROVED DURATION START DATE _____ END DATE _____ </div>
--	--

4 <input type="checkbox"/> RESIGNATION _____ SATISFACTORY SERVICES _____ UNSATISFACTORY SERVICES _____ TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)	BY THE APPOINTEE I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 13 & 33). <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ <div style="width: 30%;"></div> DATE _____ </div>
---	--

6 <input type="checkbox"/> LAY-OFF _____ INVOLUNTARY LEAVE _____ INVOLUNTARY LAY-OFF _____ VOLUNTARY LAY-OFF _____ ELECTIVE INVOLUNTARY LEAVE	REASON _____ LACK OF WORK _____ LACK OF FUNDS _____ DISPLACED _____ RETRENCHMENT	NOTIFICATION _____ HAND DELIVERED _____ CERTIFIED MAIL	BY THE APPOINTEE I ACKNOWLEDGE RECEIPT OF THE CIVIL SERVICE INFORMATION LEAFLET. <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ <div style="width: 30%;"></div> DATE _____ </div>
--	--	--	--

APPOINTING OFFICER SIGNATURE _____	TELEPHONE NUMBER _____	CIVIL SERVICE USE RQ LOG _____ POSTED _____ HOLDOVER CANVASSED _____
DEPARTMENT _____	NAME/TITLE _____	

In Section 2 - Leave/Suspension Over 5 Days type ABRIDGEMENT _____ (Date) below the title. Check the type of leave and type the original approved duration in the spaces indicated.

The appointing officer or designee must complete the sections of the SEPARATION REPORT which are highlighted above.

Effective: 09/06/91

Subject 17: Leaves of Absence

Section 4: Abridgement of Leave (continued)

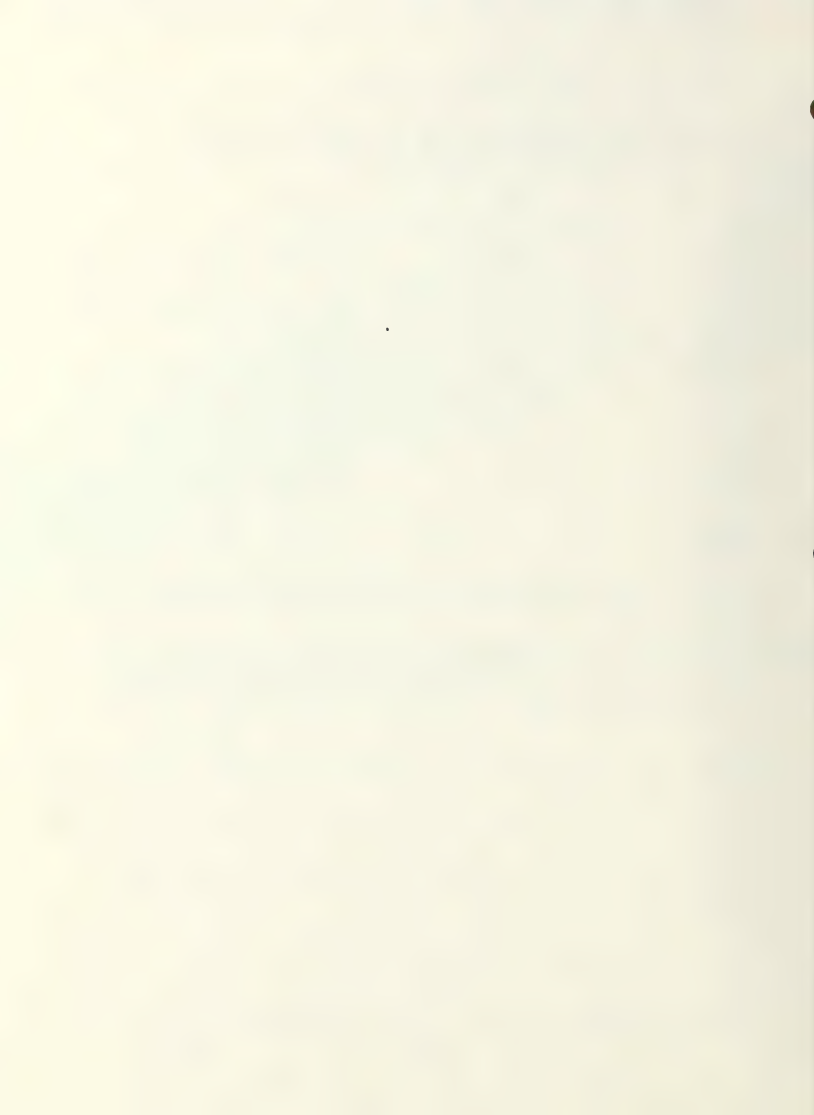
DISTRIBUTION OF THE SEPARATION REPORT FOR ABRIDGEMENT OF LEAVE

The SEPARATION REPORT is distributed as follows:

<u>COPY</u>	<u>COLOR</u>	<u>DEPARTMENT</u>
A	Green	Civil Service, Room 153 City Hall
B	Blue	Civil Service, Room 52D City Hall
C	Yellow	Department
D	White	Employee
E	Goldenrod	Health Service System
F	Pink	Retirement System
G	White	Gates McDonald Company

NOTES

1. In the case of abridgement of sick leave, the medical evidence of the employee's capability to return to full duty must be retained in the department.
2. In the case of abridgement of military leave, a copy of the orders indicating abridgement of the original duration must be attached to Copy A (Green) of the SEPARATION REPORT and forwarded to the Civil Service Commission.



Subject 17: Leaves of Absence

Section 5: Policy and Procedures Governing
Personal Leaves of Absence (continued)

INITIAL REQUEST FOR PERSONAL LEAVE

PERSONAL LEAVE FOR PERMANENT EMPLOYEES

Personal leave for a permanent employee may be approved by the appointing officer for up to twelve (12) months within a twenty-four (24) month period. Appointing officers have broad discretion in approving the initial request for personal leave, which may be for reasons such as travel, employment outside the City and County, or some other basis including compassionate reasons for which leave is not covered under other provisions of the Civil Service Commission Rules and which the appointing officer believes to be in the best interests of the department. The decision of the appointing officer is final and is not subject to appeal.

PERSONAL LEAVE FOR TEMPORARY OR PROVISIONAL EMPLOYEES

Personal leave for temporary or provisional employees may be approved by the appointing officer for a maximum of one (1) month. Appointing officers have broad discretion in approving requests for personal leave for reasons the appointing officer believes to be in the best interests of the department. The decision of the appointing officer is final and is not subject to appeal.

REQUIREMENT TO SUBMIT SEPARATION REPORT

For all personal leaves, departments are to continue to submit completed copies of the SEPARATION REPORT to the Civil Service Commission. In addition, a copy of the REQUEST FOR LEAVE form for the personal leave is to be attached to the completed SEPARATION REPORT.

REQUEST FOR EXTENSION OF PERSONAL LEAVE

EXTENSION FOR TEMPORARY OR PROVISIONAL EMPLOYEES

Personal leaves for temporary or provisional employees cannot be extended beyond the maximum one (1) month period.

EXHAUSTION OF ALL ACCUMULATED VACATION AND COMPENSATORY TIME BALANCES

Before a request for extension of personal leave for a permanent employee will be approved, the employee must have exhausted all accumulated vacation and compensatory time balances.



Subject 17: Leaves of Absence

Section 5: Policy and Procedures Governing
Personal Leaves of Absence (continued)

DOCUMENTATION REQUIRED FOR EXTENSION OF PERSONAL LEAVE

An employee requesting extension of personal leave beyond twelve (12) months in a twenty-four (24) month period must submit to the appointing officer a REQUEST FOR LEAVE form, along with the reasons in writing for requesting an extension of the leave. Upon receipt of the REQUEST FOR LEAVE form and the supplemental information, the appointing officer will evaluate the request utilizing the criteria in Section IV. If the appointing officer wishes to make a positive recommendation to the General Manager, Personnel to approve a request for extension of personal leave, the appointing officer shall submit the following to the General Manager, Personnel:

1. a copy of the approved REQUEST FOR LEAVE form;
2. the Civil Service Commission copy of the SEPARATION REPORT;
3. the supplemental information provided by the employee;
4. a written recommendation to the General Manager, Personnel from the appointing officer or designee to approve the request for extension of personal leave and the basis for such recommendation;
5. a statement of whether or not the employee is receiving paid City and County Health Service benefits;
6. a certification that all vacation and compensatory time balances have been exhausted prior to the start of such leave extension; and,
7. if the leave is to accept outside employment, a signed statement by the employee of intention to return to City Service upon conclusion of the outside employment AND a certification from the department that the outside employment will enhance the skills of the employee and benefit the City.

CRITERIA FOR EXTENSION OF PERSONAL LEAVE

A request to extend personal leave beyond twelve (12) months will be evaluated and approved by the General Manager, Personnel contingent upon meeting any ONE of the following criteria:

1. An employee requesting extension of personal leave for compassionate reasons may be required to provide verification of the reason for such leave.

Subject 17: Leaves of Absence

Section 5: Policy and Procedures Governing
Personal Leaves of Absence (continued)PERSONAL LEAVE FOR COMPASSIONATE REASONS

2. A request for extension of personal leave beyond twelve (12) months for compassionate reasons may be approved by the General Manager, Personnel in increments of time not to exceed six (6) months for each request. Additional extensions may be approved in increments of time up to six (6) months for each additional request. The decision of the General Manager, Personnel is final and is not subject to appeal.

PERSONAL LEAVE FOR EMPLOYMENT OUTSIDE THE CITY AND COUNTY SERVICE

A request for extension of personal leave to accept employment outside the City and County Service will be considered only if the employee signs a written statement of his/her intent to return to the City and County Service upon conclusion of the outside employment; AND, the department certifies that the outside employment will enhance the skills of the employee and benefit the City and County.

1. The signed written statement of the employee's intent to return to City Service AND the certification of the department that the outside employment will enhance the skills of the employee must be forwarded with copies of the REQUEST FOR LEAVE form and SEPARATION REPORT to the General Manager, Personnel for review.
2. A request for extension of personal leave beyond twelve (12) months for employment outside of the City and County Service may be approved by the General Manager, Personnel in increments of time not to exceed six (6) months for each request. Extensions of personal leave for employment outside the City and County Service will be limited to a total of twelve (12) months in addition to the initial twelve (12) months leave (two years total), except as provided below. The decision of the General Manager, Personnel is final and is not subject to appeal.
3. If it is known at the time of the initial request for personal leave for employment outside the City and County Service that the outside employment will be for a period greater than twenty-four (24) months, the employee requesting a personal leave of absence is to submit a REQUEST FOR LEAVE form to the appointing officer for approval of the entire duration of the personal leave for employment outside the City and County Service. The REQUEST FOR LEAVE form is to be submitted to the General Manager, Personnel in accordance with the above procedures. The General Manager, Personnel may approve in whole or in part the request for personal leave beyond the initial twelve (12) month period for reasons deemed to be in the best interests of the service. The decision of the General Manager, Personnel is final and is not subject to appeal.

Subject 17: Leaves of Absence

Section 5: Policy and Procedures Governing
Personal Leaves of Absence (continued)

PERSONAL LEAVE DUE TO EXTENUATING CIRCUMSTANCES OR OTHER REASONS DETERMINED BY
THE GENERAL MANAGER, PERSONNEL TO BE IN THE BEST INTERESTS OF THE SERVICE

A request for extension of personal leave beyond twelve (12) months may be approved for extenuating circumstances or other reasons determined by the General Manager, Personnel to be in the best interests of the Service in increments of time not to exceed six (6) months for each request. Additional extensions may be approved in increments of time up to six (6) months for each additional request. The decision of the General Manager, Personnel is final and is not subject to appeal.

ABRIDGMENT OF PERSONAL LEAVE

An employee's request to abridge personal leave, whether during the initial leave or during an approved extension, is subject to the approval of the appointing officer. Whenever a request to abridge personal leave is approved by the appointing officer, the Civil Service Commission is to be notified by letter of the date the employee is to return to duty. The decision of the appointing officer to approve or deny the request for abridgment of personal leave is final and is not subject to appeal.

FAILURE OF AN EMPLOYEE TO RETURN FROM PERSONAL LEAVE

Failure of an employee to return to work from personal leave on the prescribed return to duty day is absence without official leave (AWOL) and may be cause for disciplinary action or separation as provided in Civil Service Commission Rule 25 - Absence from Duty Without Authorization.

1. Section 25.01: Absence from duty without proper authorization for any period of time up to and including five (5) working days shall be cause for disciplinary action.
2. Section 25.02: Absence from duty without proper authorization in excess of five (5) continuous working days shall constitute abandonment of position and shall be reported to the Civil Service Commission and recorded as an automatic resignation.

Subject 18: Disciplinary Suspension

Section 1: General Information

PURPOSE

To define disciplinary suspension; to outline the procedures regarding disciplinary suspensions; to describe the form required when an appointing officer imposes a disciplinary suspension on an employee; and to outline the procedures for imposing emergency disciplinary suspensions.

The provisions of this section do not apply to members of the uniformed ranks of the Police and the Fire Departments.

Collective bargaining provisions of the Charter may allow management and employee organizations to negotiate and agree in the future to separate and/or different policies, requirements and forms to be used for implementation of disciplinary suspensions.

AUTHORITY

Charter Section 3.501 - Department Heads.

Charter Section 8.342 - Disciplinary Suspensions.

DEFINITION

Disciplinary suspension is an absence from duty without pay imposed by an appointing officer on an employee for a period of thirty (30) calendar days or less for reasons such as violation of department rules, excessive absenteeism, insubordination, or other unacceptable or inappropriate behavior or actions.

POLICY AND REQUIREMENTS

1. The suspended employee must be notified in writing of the reason for the suspension and if the suspension is for six (6) days or more, the notice must include the employee's right to request a hearing to the appointing officer. A copy of the NOTICE OF SUSPENSION is in Appendix A.
2. If the suspension is imposed for six (6) days or more, the employee, upon his/her request, must be given a hearing by the appointing officer. The employee may have representation of his/her choice at such hearing. The appointing officer may delegate to a designated subordinate the authority to conduct the hearing and prepare a report of the hearing, but the decision on imposition of the suspension must be made by the appointing officer.
3. In calculating the number of days of suspension, the City Attorney has consistently advised that reference to "thirty (30) days" in Charter Section 8.342 must be interpreted to mean a period of thirty (30) days beginning on one day and concluding thirty (30) calendar days later. In other words, reference to a thirty (30) day suspension means that the maximum suspension is the number of working days falling within a thirty (30) calendar day time span.

Subject 18: Disciplinary Suspension

Section 1: General Information

4. The length of the suspension depends on the dates on which the suspension is imposed. If an employee normally works Monday through Friday and is suspended from Wednesday through the following Monday, the suspension is for five (5) days (Wednesday, Thursday, Friday, Saturday and Sunday – five (5) calendar days). However, if the appointing officer suspended the subordinate on Wednesday, October 15, Thursday, October 16 and Friday, October 17, the result is a three (3) day suspension (three (3) working days). To impose a suspension which would result in the loss of pay for five (5) working days, it would be necessary in this case to suspend the subordinate on Wednesday, October 17, Thursday, October 18, Friday, October 19, Monday, October 22 and Tuesday, October 23. Of course, one could suspend for seven (7) calendar days from Wednesday, October 17 through and including Tuesday, October 23. Any combination of this principle is acceptable as long as the period of suspension does not exceed thirty (30) continuous calendar days.
5. The decision of the appointing officer in all cases of disciplinary suspension is final.

FORMS

NOTICE OF DISCIPLINARY SUSPENSION (CSC 7-26) – See Appendix A

SEPARATION REPORT (CSC 1-67) – when suspension is for six (6) days or more

Copies of these forms are available for pick-up in Room 52H City Hall between the hours of 8 a.m. to 12 Noon and 1 p.m. to 5 p.m., Monday through Friday.

The forms are completed by the department imposing the suspension.

Subject 18: Disciplinary Suspension

Section 2: Notice of Disciplinary Suspension

INSTRUCTIONS FOR COMPLETION OF THE NOTICE OF DISCIPLINARY SUSPENSION

City and County of San Francisco
Notice of Disciplinary Suspension
(Charter Section 8.342)

(Name of Employee)

(Class)

2

(Address)

(Department)

3

(City/State/Zip Code)

(Section/Unit)

4

SUBJECT: DISCIPLINARY SUSPENSION - CHARTER SECTION 8.342

Section 8.342 of the Charter provides: "The appointing officer may, for disciplinary purposes, suspend a subordinate for a period not exceeding thirty days; and suspension shall carry with it the loss of salary for the period of suspension. The suspended employee shall be notified in writing of the reason for such suspension, and if the suspension be for more than five days the employee shall, at his request, be given a hearing by the appointing officer. The decision of the appointing officer in all cases of suspension for disciplinary purposes shall be final."

1. Employee's full name and last known address on file with the department.
2. Class number and title of the position from which the employee is being suspended.
3. Department under the jurisdiction of the appointing officer and in which the suspended employee is working.
4. Section/Unit is the smaller administrative unit of the department in which the suspended employee is working.

Subject 18: Disciplinary Suspension

Section 2: Notice of Disciplinary Suspension

5 You are hereby notified that you are suspended without pay for _____ day(s) for the following reason(s):

6 _____

This suspension begins on _____ (day of week) _____ (month) _____ (day) _____ (year)

7 and continues through _____ (day of week) _____ (month) _____ (day) _____ (year)

from _____ o'clock (am/pm) to _____ o'clock (am/pm);

8 OR, on the following dates: _____, _____, _____, _____, _____
_____, _____, _____, _____, _____

from _____ o'clock (am/pm) to _____ o'clock (am/pm).

5. The number of days of the suspension, either calendar or working days (as explained under General Policy above).
6. Reasons for the suspension must be enumerated and supporting documents, if any, referenced and attached.
7. This section of the NOTICE OF DISCIPLINARY SUSPENSION is used when the suspension is for calendar days. Enter the day of the week, the month, day and year in which the suspension begins and ends and the starting and ending times of the work shift. The maximum duration is thirty (30) calendar days.
8. This section of the NOTICE OF DISCIPLINARY SUSPENSION is used when the suspension is imposed on specific working days. The dates of suspension, and the beginning and ending times of the work shift must be completed. The first and last days of the suspension must not encompass more than thirty (30) calendar days.

Subject 18: Disciplinary Suspension

Section 2: Notice of Disciplinary Suspension

9

Signature of Appointing Officer

Print Name and Title

Date

10 If this suspension is for six (6) or more days and you have not done so, you have five (5) business days from the date of this notice to submit an appeal to the appointing officer. The decision of the appointing officer is final. For suspensions of six (6) or more days, attached is your copy of the Separation Report (CSC 1-67).

12 cc: Civil Service Commission, Room 153 City Hall
Personnel File

11 Certified Mail Date _____
Regular Mail Date _____
Hand Delivery Date _____

CSC 7-26 (Rev. 11/90)

9. Appointing officer's signature. A NOTICE OF DISCIPLINARY SUSPENSION not approved by the appointing officer will be returned by the CSC staff to the originating department without action. The appointing officer's name and title must also be typed on the second line and the date of signature.
10. If the disciplinary suspension is for six (6) days or more, a SEPARATION REPORT must be completed and copies attached to the NOTICE OF DISCIPLINARY SUSPENSION (See Subject 13 - Separations I - Non-Disciplinary for instructions on completion of the SEPARATION REPORT).
11. The method of delivery of the NOTICE OF DISCIPLINARY SUSPENSION and the date must be indicated.
- Certified Mail - indicate date mailed and receipt number
- Regular Mail - indicate date mailed by department
- Hand Delivery - indicate date delivered and initials of the person who delivered the form to the suspended employee
12. Copies of the NOTICE OF DISCIPLINARY SUSPENSION, supporting documents and, if the suspension is for six (6) days or more, a SEPARATION REPORT must be sent to both the Civil Service Commission, Room 153 City Hall, and to the employee's personnel file.

Subject 18: Disciplinary Suspension

Section 3: Emergency Suspensions

EMERGENCY SUSPENSIONS

An employee who reports to work unfit to perform the duties assigned or who, during the course of the working day, becomes unfit to perform the duties assigned or represents a risk to self or co-workers, may be suspended immediately.

The procedures the department must follow in the case of an emergency suspension are as follows:

1. If the appointing officer is unavailable to sign a NOTICE OF DISCIPLINARY SUSPENSION, the employee may be advised verbally of the suspension.
2. As soon as the appointing officer is available to sign the NOTICE OF DISCIPLINARY SUSPENSION, the form is prepared and sent by certified mail or hand-delivered to the suspended employee, with a SEPARATION REPORT attached if the suspension is over five (5) days.
3. Charges, documentation and an opportunity to respond must be made available to the suspended employee within a reasonable period after the emergency suspension.



SUBJECT 18 - APPENDIX A
City and County of San Francisco

Notice of Disciplinary Suspension
(Charter Section 8.342)

(Name of Employee)

(Class)

(Address)

(Department)

(City/State/Zip Code)

(Section/Unit)

SUBJECT: DISCIPLINARY SUSPENSION - CHARTER SECTION 8.342

Section 8.342 of the Charter provides: "The appointing officer may, for disciplinary purposes, suspend a subordinate for a period not exceeding thirty days; and suspension shall carry with it the loss of salary for the period of suspension. The suspended employee shall be notified in writing of the reason for such suspension, and if the suspension be for more than five days the employee shall, at his request, be given a hearing by the appointing officer. The decision of the appointing officer in all cases of suspension for disciplinary purposes shall be final."

You are hereby notified that you are suspended without pay for _____ day(s) for the following reason(s):

This suspension begins on _____, _____, _____, _____
(day of week) (month) (day) (year)

and continues through _____, _____, _____, _____
(day of week) (month) (day) (year)

from _____ o'clock (am/pm) to _____ o'clock (am/pm);

OR, on the following dates: _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____,

from _____ o'clock (am/pm) to _____ o'clock (am/pm).

Signature of Appointing Officer

Print Name and Title

Date

If this suspension is for six (6) or more days and you have not done so, you have five (5) business days from the date of this notice to submit an appeal to the appointing officer. The decision of the appointing officer is final. For suspensions of six (6) or more days, attached is your copy of the Separation Report (CSC 1-67).





Temporary Assignment

(Civil Service Commission Rule 26 - Summary and checklist on reverse)

INFORMATION ON EMPLOYEE ASSIGNED

Name of employee assigned		Social Security Number		Current Salary B/W \$ Step Schedule		Dept Req No CSC Reg No			
Current Class Title				Current Appointment Type					
				<input type="checkbox"/> Permanent <input type="checkbox"/> Limited Tenure <input type="checkbox"/> Cert. Temp (TCS) <input type="checkbox"/> Exempt Perm <input type="checkbox"/> Non-Civil Service <input type="checkbox"/> Exempt Temp					
Current Funding	Class No	Pos No	Dept	Division	Section	Fund	Object	Index	Project

II. ASSIGNMENT INFORMATION

(Position to which employee will be assigned)

Position Identification	Dept	Division	Section	Fund	Object	Index	Project/Work Phase
Class No & Title of Temporary Assignment (Number) (Title)					Dept Req No		CSC Reg No
Pos No	Date Assignment Begins		Date Assignment Ends			Salary B/W \$ Sched	
Vice Name Employee No		Reason for Assignment and Lack of Funds					
Funding for Acting Assignment Pay	Dept	Division	Section	Fund	Object	Index	Project/Work Phase

III. APPROVALS

Department (Assignment Meets Conditions of Rule 26)		Controller (Funds Available)	
Signature of Appointing Officer		Signature	Date
Title		Civil Service	
Date		Signature	Date

EMPLOYEE: Retain copy of this form. It may be submitted to support claims of qualifying experience for CSC examinations.

Summary of Rule 26 - Temporary Assignments Outside of Classification:

1. Assignments must be to an authorized position.
2. Assignments must be made to the full range of duties and responsibilities of the position.
3. Assignments must be made in writing and approved by the Appointing Officer.
4. Assignments can be made only in cases when an appointment [permanent (PCS), temporary (TCS) or provisional (NCS - non-Civil Service, LT - limited tenure)] cannot be made.
5. Acting Assignment Pay: If the assignment has an anticipated duration of twenty or more consecutive days, the assignee is eligible for acting assignment pay subject to the following required approvals: Controller and Civil Service.
6. If acting assignment pay is denied, the assignee has the option of retaining or relinquishing the assignment.

In addition to the summary above, refer to:

- Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification, for the full statement of this Rule.
- Civil Service Commission Personnel Policy and Procedures Manual, Subject 16, for direction on the completion and submission of this form.
- Salary Standardization Ordinance Section IV - Acting Assignment Pay for salary provisions. Acting assignment pay is normally 5% above an employee's base pay.

Check List for Department:

A Temporary Assignment can be forwarded for approval only if every item is answered "Yes."

<u>Item</u>	<u>Yes</u>	<u>No</u>
1. Assignment to an authorized vacant position.	_____	_____
2. Assignment to the full range of duties.	_____	_____
3. Approval of appointing officer or designee.	_____	_____
4. Funding encumbered in such a way as to preclude a provisional, temporary, or permanent appointment.	_____	_____

City and County of San Francisco - Civil Service Commission
 EMPLOYEE RELATIONS INFORMATION : CLS 3.12
 Classes Represented by Employee Organizations
 Brief by Class Number

Generated April 5, 1993 at 10:24 AM

CLASS	TITLE	EMPLOYEE ORGANIZATION
1232	TRAINING OFFICER.....	LOCAL 21
1312	PUBLIC INFORMATION OFFICER.....	LOCAL 21
1314	PUBLIC RELATIONS OFFICER.....	LOCAL 21
1650	ACCOUNTANT.....	LOCAL 21
1652	SENIOR ACCOUNTANT.....	LOCAL 21
1654	PRINCIPAL ACCOUNTANT.....	LOCAL 21
1655	SYSTEMS ACCOUNTANT.....	LOCAL 21
1656	HEAD ACCOUNTANT.....	LOCAL 21
1657	SENIOR SYSTEMS ACCOUNTANT.....	LOCAL 21
1659	CHIEF SYSTEMS ACCOUNTANT.....	LOCAL 21
1671	FINANCIAL SYSTEMS OPERATIONS SUPERVISOR.	LOCAL 21
1684	ASSOCIATE AUDITOR.....	LOCAL 21
1686	SUPERVISING AUDITOR.....	LOCAL 21
1734	COMPUTER OPERATOR I.....	LOCAL 21
1736	COMPUTER OPERATOR II.....	LOCAL 21
1737	SENIOR COMPUTER OPERATOR.....	LOCAL 21
1738	COMPUTER OPERATIONS SHIFT SUPERVISOR....	LOCAL 21
1739	COMPUTER OPERATIONS SUPERVISOR II.....	LOCAL 21
1741	COMPUTER OPERATIONS SUPERVISOR I.....	LOCAL 21
1773	MEDIA TRAINING SPECIALIST.....	TWU LOCAL 200, SEAM
1804	STATISTICIAN.....	LOCAL 21
1805	ASSOCIATE PERFORMANCE AUDITOR.....	LOCAL 21

APPENDIX A

CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
1806	SENIOR STATISTICIAN.....	LOCAL 21
1807	MANAGEMENT INFORMATION SYSTEMS TECH II..	LOCAL 21
1808	MANAGEMENT INFORMATION SYSTEMS TECH I...	LOCAL 21
1811	MANAGEMENT INFO SYSTEMS SPECIALIST I....	LOCAL 21
1818	MANAGEMENT INFO SYSTEMS SPECIALIST II...	LOCAL 21
1819	MANAGEMENT INFO SYSTEMS SPECIALIST III..	LOCAL 21
1823	SENIOR ADMINISTRATIVE ANALYST.....	LOCAL 21
1824	PRINCIPAL ADMINISTRATIVE ANALYST.....	LOCAL 21
1860	COMPUTER OPERATIONS SUPPORT SUPERVISOR..	LOCAL 21
1861	SYSTEMS AND PROCEDURES ANALYST, SPEC PRO	LOCAL 21
1862	SYSTEMS AND PROCEDURES ANALYST.....	LOCAL 21
1863	SR SYS AND PROCEDURES ANALYST, SPEC PROJ	LOCAL 21
1864	SR SYSTEMS AND PROCEDURES ANALYST.....	LOCAL 21
1865	SYSTEMS AND PROCEDURES SUPV, SPEC PROJ..	LOCAL 21
1866	SYSTEMS AND PROCEDURES SUPERVISOR.....	LOCAL 21
1868	TELEPROCESSING TECHNICIAN.....	LOCAL 21
1870	PROGRAMMER ANALYST TRAINEE.....	LOCAL 21
1871	ASSISTANT SYSTEMS PROGRAMMER.....	LOCAL 21
1872	PROGRAMMER ANALYST.....	LOCAL 21
1873	SYSTEMS PROGRAMMER.....	LOCAL 21
1874	SENIOR PROGRAMMER ANALYST.....	LOCAL 21
1875	SENIOR SYSTEMS PROGRAMMER.....	LOCAL 21
1876	DATA PROCES PROGRAMMING AND SYSTEMS SUPV	LOCAL 21
1877	SUPERVISING SYSTEMS PROGRAMMER.....	LOCAL 21
1944	MATERIALS COORDINATOR.....	LOCAL 21
1950	ASSISTANT PURCHASER.....	LOCAL 21

CLASS	TITLE	EMPLOYEE ORGANIZATION
1952	PURCHASER.....	LOCAL 21
1956	SENIOR PURCHASER.....	LOCAL 21
2119	HEALTH CARE ANALYST.....	LOCAL 21
2456	ASST FORENSIC TOXICOLOGIST I.....	LOCAL 21
2457	ASST FORENSIC TOXICOLOGIST II.....	LOCAL 21
2458	FORENSIC TOXICOLOGIST.....	LOCAL 21
2471	WATER QUALITY CHEMIST.....	LOCAL 21
2472	SENIOR WATER CHEMIST.....	LOCAL 21
2473	MARINE BIOLOGIST.....	LOCAL 21
2474	SENIOR MARINE BIOLOGIST.....	LOCAL 21
2478	SENIOR SEWAGE TREATMENT CHEMIST.....	LOCAL 21
2486	PUBLIC HEALTH ASSISTANT TOXICOLOGIST II.	LOCAL 21
2488	PUBLIC HEALTH ASST TOXICOLOGIST III.....	LOCAL 21
2538	AUDIOMETRIST.....	LOCAL 21
2540	AUDIOLOGIST.....	LOCAL 21
2542	SPEECH PATHOLOGIST.....	LOCAL 21
2548	OCCUPATIONAL THERAPIST.....	LOCAL 21
2556	PHYSICAL THERAPIST.....	LOCAL 21
2566	REHABILITATION COUNSELOR.....	LOCAL 21
2589	HEALTH PROGRAM COORDINATOR I.....	LOCAL 21
2591	HEALTH PROGRAM COORDINATOR II.....	LOCAL 21
2593	HEALTH PROGRAM COORDINATOR III.....	LOCAL 21
2594	EMPLOYEE ASSISTANCE COUNSELOR.....	LOCAL 21
2595	SR EMPLOYEE ASSISTANCE COUNSELOR.....	LOCAL 21
2802	EPIDEMIOLOGIST I.....	LOCAL 21
2803	EPIDEMIOLOGIST II.....	LOCAL 21

APPENDIX A

CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
2819	ASSISTANT HEALTH EDUCATOR.....	LOCAL 21
2822	HEALTH EDUCATOR.....	LOCAL 21
2823	MENTAL HEALTH EDUCATOR.....	LOCAL 21
2825	SENIOR HEALTH EDUCATOR.....	LOCAL 21
2846	NUTRITIONIST.....	LOCAL 21
2992	CONTRACT COMPLIANCE OFFICER I.....	LOCAL 21
4210	ASST CHIEF TECHNICAL AND ASSESMENT SERV.	LOCAL 21
4220	PERSONAL PROPERTY AUDITOR.....	LOCAL 21
4222	SENIOR PERSONAL PROPERTY AUDITOR.....	LOCAL 21
4224	PRINCIPAL PERSONAL PROPERTY AUDITOR.....	LOCAL 21
4225	ASST CHIEF PERSONAL PROPERTY AUDITOR....	LOCAL 21
4230	ESTATE INVESTIGATOR.....	LOCAL 21
4260	REAL PROPERTY APPRAISER TRAINEE.....	LOCAL 21
4261	REAL PROPERTY APPRAISER.....	LOCAL 21
4265	SENIOR REAL PROPERTY APPRAISER.....	LOCAL 21
4267	PRINCIPAL REAL PROPERTY APPRAISER.....	LOCAL 21
4268	ASSISTANT CHIEF REAL PROPERTY APPRAISER.	LOCAL 21
4270	PRINCIPAL APPRAISER (SPECIAL VALUATIONS)	LOCAL 21
5120	ARCHITECTURAL ADMINISTRATOR.....	LOCAL 21
5130	SEWAGE TREATMENT PLANT SUPERINTENDENT...	LOCAL 21
5174	ADMINISTRATIVE ENGINEER.....	LOCAL 21
5176	CHIEF VALUATION AND RATE ENGINEER.....	LOCAL 21
5177	SAFETY OFFICER.....	LOCAL 21
5202	JUNIOR CIVIL ENGINEER.....	LOCAL 21
5204	ASSISTANT CIVIL ENGINEER.....	LOCAL 21
5205	ASSOCIATE MATERIALS ENGINEER.....	LOCAL 21



CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
5206	ASSOCIATE CIVIL ENGINEER.....	LOCAL 21
5208	CIVIL ENGINEER.....	LOCAL 21
5209	INDUSTRIAL ENGINEER.....	LOCAL 21
5210	SENIOR CIVIL ENGINEER.....	LOCAL 21
5214	BUILDING PLANS ENGINEER.....	LOCAL 21
5215	FIRE PROTECTION ENGINEER.....	LOCAL 21
5216	CHIEF SURVEYOR.....	LOCAL 21
5217	BUILDING CODE ANALYST.....	LOCAL 21
5218	STRUCTURAL ENGINEER.....	LOCAL 21
5219	SENIOR STRUCTURAL ENGINEER.....	LOCAL 21
5220	JUNIOR WATER PURIFICATION ENGINEER.....	LOCAL 21
5222	ASSISTANT WATER PURIFICATION ENGINEER...	LOCAL 21
5224	ASSOCIATE WATER PURIFICATION ENGINEER...	LOCAL 21
5228	ASSISTANT TRANSPORTATION ENGINEER.....	LOCAL 21
5229	ASSOCIATE TRAFFIC ENGINEER.....	LOCAL 21
5230	TRAFFIC ENGINEER.....	LOCAL 21
5232	SENIOR TRAFFIC ENGINEER.....	LOCAL 21
5234	JUNIOR ELECTRICAL ENGINEER.....	LOCAL 21
5236	ASSISTANT ELECTRICAL ENGINEER.....	LOCAL 21
5238	ASSOCIATE ELECTRICAL ENGINEER.....	LOCAL 21
5240	ELECTRICAL ENGINEER.....	LOCAL 21
5242	SENIOR ELECTRICAL ENGINEER.....	LOCAL 21
5247	ASSOCIATE SANITARY ENGINEER.....	LOCAL 21
5248	SANITARY ENGINEER.....	LOCAL 21
5249	SENIOR SANITARY ENGINEER.....	LOCAL 21
5250	JUNIOR MECHANICAL ENGINEER.....	LOCAL 21

CLASS	TITLE	EMPLOYEE ORGANIZATION
5252	ASSISTANT MECHANICAL ENGINEER.....	LOCAL 21
5254	ASSOCIATE MECHANICAL ENGINEER.....	LOCAL 21
5256	MECHANICAL ENGINEER.....	LOCAL 21
5258	SENIOR MECHANICAL ENGINEER.....	LOCAL 21
5260	ARCHITECTURAL ASSISTANT I.....	LOCAL 21
5261	ARCHITECTURAL ASSISTANT II.....	LOCAL 21
5262	JUNIOR LANDSCAPE ARCHITECT.....	LOCAL 21
5263	PLANNER V.....	LOCAL 21
5265	ARCHITECTURAL ASSOCIATE I.....	LOCAL 21
5266	ARCHITECTURAL ASSOCIATE II.....	LOCAL 21
5268	ARCHITECT.....	LOCAL 21
5269	SCHOOL ARCHITECTURAL COORDINATOR.....	LOCAL 21
5270	SENIOR ARCHITECT.....	LOCAL 21
5272	ASSISTANT LANDSCAPE ARCHITECT.....	LOCAL 21
5273	PRINCIPAL ARCHITECT.....	LOCAL 21
5274	LANDSCAPE ARCHITECT.....	LOCAL 21
5275	SENIOR LANDSCAPE ARCHITECT.....	LOCAL 21
5276	CITY PLANNING INTERN.....	LOCAL 21
5277	PLANNER I.....	LOCAL 21
5278	PLANNER II.....	LOCAL 21
5280	PLANNER III.....	LOCAL 21
5281	PLANNER III, ADMINISTRATIVE.....	LOCAL 21
5282	PLANNER IV.....	LOCAL 21
5284	ENVIRONMENTAL REVIEW OFFICER.....	LOCAL 21
5287	TRANSIT PLANNER I.....	LOCAL 21
5288	TRANSIT PLANNER II.....	LOCAL 21

APPENDIX A

CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
5289	TRANSIT PLANNER III.....	LOCAL 21
5290	TRANSIT PLANNER IV.....	LOCAL 21
5291	PLANNER III, URBAN DESIGN.....	LOCAL 21
5292	PLANNER III (ZONING).....	LOCAL 21
5293	PLANNER III, TRANSPORTATION.....	LOCAL 21
5294	PLANNER IV (ZONING).....	LOCAL 21
5296	PLANNER IV, URBAN SYSTEMS ANALYST.....	LOCAL 21
5297	PLANNER V (ZONING).....	LOCAL 21
5298	PLANNER III ENVIRONMENTAL REVIEW.....	LOCAL 21
5299	PLANNER IV ENVIRONMENTAL REVIEW.....	LOCAL 21
5301	SUPERVISOR, TRAFFIC PAINTING PROGRAM....	LOCAL 21
5302	TRAFFIC SURVEY TECHNICIAN.....	LOCAL 21
5303	SUPERVISOR, TRAFFIC AND STREET SIGNS....	LOCAL 21
5304	MATERIALS TESTING AIDE.....	LOCAL 21
5305	MATERIALS TESTING TECHNICIAN.....	LOCAL 21
5310	SURVEYOR'S FIELD ASSISTANT.....	LOCAL 21
5312	SURVEYOR.....	LOCAL 21
5314	SURVEY PARTY CHIEF.....	LOCAL 21
5320	ILLUSTRATOR AND ART DESIGNER.....	LOCAL 21
5328	CITY PLANNING GRAPHICS AIDE.....	LOCAL 21
5330	CITY PLANNING GRAPHICS SUPERVISOR.....	LOCAL 21
5342	MECHANICAL ENGINEERING ASSISTANT I.....	LOCAL 21
5344	MECHANICAL ENGINEERING ASSISTANT II.....	LOCAL 21
5345	MECHANICAL ENGINEERING ASSOCIATE I.....	LOCAL 21
5350	ELECTRICAL ENGINEERING ASSISTANT I.....	LOCAL 21
5352	ELECTRICAL ENGINEERING ASSISTANT II.....	LOCAL 21

APPENDIX A

CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
5354	ELECTRICAL ENGINEERING ASSOCIATE I.....	LOCAL 21
5360	CIVIL ENGINEERING ASSISTANT I.....	LOCAL 21
5362	CIVIL ENGINEERING ASSISTANT II.....	LOCAL 21
5364	CIVIL ENGINEERING ASSOCIATE I.....	LOCAL 21
5365	STREET ASSESSMENT COORDINATOR.....	LOCAL 21
5366	ENGINEERING ASSOCIATE II.....	LOCAL 21
5380	STUDENT ENGINEERING TRAINEE I.....	LOCAL 21
5381	STUDENT ENGINEERING TRAINEE II.....	LOCAL 21
5382	STUDENT ENGINEERING TRAINEE III.....	LOCAL 21
5604	ASSISTANT ENERGY SPECIALIST.....	LOCAL 21
5606	ENERGY SPECIALIST.....	LOCAL 21
5608	SENIOR ENERGY SPECIALIST.....	LOCAL 21
6106	SANITARY ENGINEERING TECHNICIAN.....	LOCAL 21
6137	ASSISTANT INDUSTRIAL HYGIENIST.....	LOCAL 21
6138	INDUSTRIAL HYGIENIST.....	LOCAL 21
6230	STREET INSPECTOR.....	LOCAL 21
6231	SENIOR STREET INSPECTOR.....	LOCAL 21
6232	STREET INSPECTION SUPERVISOR.....	LOCAL 21
6262	PLAN CHECKER (ARCHITECTURAL).....	LOCAL 21
6266	SENIOR PLAN CHECKER.....	LOCAL 21
6270	HOUSING INSPECTOR.....	LOCAL 21
6272	SENIOR HOUSING INSPECTOR.....	LOCAL 21
6274	CHIEF HOUSING INSPECTOR.....	LOCAL 21
6280	FIRE SAFETY INSPECTOR I.....	LOCAL 21
6281	FIRE SAFETY INSPECTOR II.....	LOCAL 21
6335	DISABILITY ACCESS COORDINATOR.....	LOCAL 21



APPENDIX A

CLS 3.12 : Classes Represented by Local 21 and Local 200

CLASS	TITLE	EMPLOYEE ORGANIZATION
7132	TELECOMMUNICATIONS SUPERVISOR.....	LOCAL 21
7336	ELECTRONIC INSTRUMENTATION TECH, WPC....	LOCAL 21
7366	ELECTRONIC CONTROL SYSTEM TECHNICIAN....	LOCAL 21
7412	AUTOMOTIVE SERVICE WORKER ASST SUPV.....	TWU LOCAL 200, SEAM
7457	TRAFFIC AND STREET SIGN MAINT WORKER....	LOCAL 21
8126	SR INVEST, OFFICE OF CITIZEN COMP.....	TWU LOCAL 200, SEAM
8260	CRIMINALIST.....	LOCAL 21
8262	SENIOR CRIMINALIST.....	LOCAL 21
8264	FORENSIC DOCUMENT EXAMINER.....	LOCAL 21
9139	TRANSIT SUPERVISOR.....	TWU LOCAL 200, SEAM
9140	TRANSIT MANAGER I.....	TWU LOCAL 200, SEAM
9141	TRANSIT MANAGER II.....	TWU LOCAL 200, SEAM
9155	CLAIMS INVESTIGATOR.....	TWU LOCAL 200, SEAM
9156	SENIOR CLAIMS INVESTIGATOR.....	TWU LOCAL 200, SEAM
9157	CLAIMS ADJUSTER.....	TWU LOCAL 200, SEAM
9158	ASSISTANT CLAIMS AGENT.....	TWU LOCAL 200, SEAM
9173	SYSTEMS SAFETY INSPECTOR.....	TWU LOCAL 200, SEAM
9255	AIRPORT ECONOMIC PLANNER.....	LOCAL 21
9365	SR ESTIMATOR, HEAVY CONSTRUCTION, PORT..	LOCAL 21
9376	MARKET RESEARCH SPECIALIST, PORT.....	LOCAL 21
9389	PORT TRAFFIC ANALYST.....	LOCAL 21

--- End of Report ---







DOCUMENTS DEPT.

AUG 6 1986

M E M O R A N D U MSAN FRANCISCO
PUBLIC LIBRARY

DATE : July 30, 1986

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 1

The attached package of materials contains revisions, up-dates and new material for the PERSONNEL POLICIES AND PROCEDURES MANUAL.

<u>Page</u>	<u>Original Date</u>	<u>Type of Change</u>
-	-	Updated Table of Contents
2.3	7-1-86	Revision; incorporate new material
2.6	7-1-86	Revision; correct heading
2.7	8-1-86	Add; new section
7.21	7-1-86	Revision; correct heading
7.22	8-1-86	Add; new section
8.1	8-1-86	Add; new subject

Please replace the revised pages and add the new material to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these materials in this package may be obtained from the Assistant Secretary's Office, Room 151 City Hall.

Pages that comprise Subject 9: Personnel Appointments, will be distributed on August 20, 1986 or shortly thereafter.

Please submit any comments, suggestions or questions to this office.





DOCUMENTS DEPT.

NOV 18 1986

SAN FRANCISCO
PUBLIC LIBRARY

M E M O R A N D U M

DATE : September 26, 1986

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker *ACW*
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMENDMENT NUMBER 2

The attached package of materials contains a revised Table of Contents and new material for the PERSONNEL POLICIES AND PROCEDURES MANUAL.

<u>Page</u>	<u>Original Date</u>	<u>Type of Change</u>
-	-	Updated Table of Contents
9.1	8-21-86	Add; new subject

Please replace the revised page and add the new material to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

The following is a listing of the new telephone numbers of various Civil Service Commission offices located in City Hall. Please pencil in these changes as indicated.

<u>Unit</u>	<u>New Telephone Number</u>	<u>Pages</u>
Assistant Secretary	554-4751	
Certification	554-4353	8.3 (form) 8.6
Equal Employment Opportunity Unit	554-4736	11.2
In-Service Activities	554-4751	1.1
Time Roll Audit	554-4363	7.13

Additional copies of the materials in this package may be obtained from the Assistant Secretary's Office, Room 153 City Hall.

Please submit any comments, suggestions or questions to that office.

SF
C65
158

DOCUMENTS DEPT.

JAN 26 1987

SAN FRANCISCO
PUBLIC LIBRARY

M E M O R A N D U M

DATE : November 14, 1986

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMENDMENT NUMBER 3

The attached package of materials contains an updated Table of Contents and new and revised material for the PERSONNEL POLICIES AND PROCEDURES MANUAL.

<u>Page</u>	<u>Original Date</u>	<u>Type of Change</u>
-		Updated Table of Contents
2.4	07-01-86	Revision: correct title
7.8-.13	07-01-86	Revision: delete material
7.17-.18	07-01-86	Revision: delete material
9.3-.4	08-21-86	Revision: amend material
13.1	11-15-86	Add: new material

Please replace the revised pages and add the new material to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these materials in this package may be obtained from the Assistant Secretary's Office, Room 153 City Hall.

Pages that comprise the first part of Subject 3: Miscellaneous Policies and Procedures will be distributed on December 31, 1986.

Please submit any comments, suggestions or questions to this office.



SF
C65
156

M E M O R A N D U M

DATE : December 10, 1986

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission *ACW*

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMMENDMENT NUMBER 4

The attached package of material was prepared at the end of October and contains revisions reflecting the suspension of the Mayor's Requisition Review Committee. That committee has again begun regular meetings. Therefore, please ignore the instructions concerning pages 7.8 - 7.13 and 7.17 - 7.18 and destroy the replacement pages in the attached copy.

Thank you.

DOCUMENTS DEPT.

JAN 5 1987

SAN FRANCISCO
PUBLIC LIBRARY

ACH/v1

SF
C65
156

DOCUMENTS DEPT.

APR 15 1987

SAN FRANCISCO
PUBLIC LIBRARY

D.A. 4116187

M E M O R A N D U M

DATE : April 14, 1987
TO : Holders of the Personnel Policies and Procedures Manual
FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission
SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMENDMENT NUMBER 5

The attached package of materials contains an updated Table of Contents and new and revised material for the PERSONNEL POLICIES AND PROCEDURES MANUAL.

<u>Page</u>	<u>Original Date</u>	<u>Type of Change</u>
-		Updated Table of Contents
3.1	02-20-87	Add: new material
9.26-9.27	08-21-86	Revision: add material
11.2-11.6	07-01-86	Revision: add material
11.8-11.9	07-01-86	Revision: correct pages

Please replace the revised pages and add the new material to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these materials in this package may be obtained from the Assistant Secretary's Office, Room 153 City Hall.

Please submit any comments, suggestions or questions to this office.

(#2363B)



DOCUMENTS DEPT.

AUG 7 1987

SAN FRANCISCO
PUBLIC LIBRARY

M E M O R A N D U M

DATE : July 27, 1987

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker *acw*
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMENDMENT NUMBER 6

Attached is an updated Table of Contents and new and revised material for the PERSONNEL POLICIES AND PROCEDURES MANUAL as follows:

<u>Page</u>	<u>Original Date</u>	<u>Type of Change</u>
-		Updated Table of Contents
3.9	03-20-87	Revision: wording
unnumbered		replaces existing notice following page 3.9
5.4	07/01/86	Addition: form on reverse
5.5	07/01/86	Revision: wording
8.6	07/01/81	Revision
9.5 - 9.31	08/21/86	Additions and Revisions
11.2 - 11.3	04/01/87	Revision
11.6	04/01/87	Revision
11.8 - 11.9	04/01/87	Revision

Subject 9 - Personnel Appointments, contains important new and revised materials concerning requirements for employment eligibility (Immigration and Naturalization Service Form I-9) and a revised Medical Examination Policy including information on appointment scheduling.

Changes in Subject 11 - Exempt Employment of Individuals Who Are Severely Disabled, concern the transition of Rule 34 appointees to permanent status and includes information on transitions in flexible staffing situations.

Subject 14 - Separations II - Disciplinary will be issued in September after experience with the new NOTICE OF SEPARATION FROM EMPLOYMENT (CSC 1-3 Revised 6/87) has been evaluated. You are reminded that use of the new NOTICE OF SEPARATION FROM EMPLOYMENT is now required.

Please replace the revised pages and add the new material to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these materials in this package may be obtained from the Assistant Secretary's Office, Room 153 City Hall.

Please submit any comments, suggestions or questions to this office.

ACW/v1

(#2363B)



City and County of San Francisco

Civil Service Commission



DOCUMENTS DEPT.

DEC 2 1987

SAN FRANCISCO
PUBLIC LIBRARY

SF
C65
56

DATE : November 25, 1987

TO : Holders of the Personnel Policies and
Procedures Manual

FROM : Albert C. Walker
Assistant Secretary,
Civil Service Commission *Ac Walker*

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL
AMENDMENT NUMBER 7

Attached is an updated Table of Contents and an addition to the PERSONNEL POLICIES AND PROCEDURES MANUAL as follows:

<u>PAGE(S)</u>	<u>SUBJECT NO.</u>	<u>ORIGINAL DATE</u>	<u>TYPE OF CHANGE</u>
-	-	04/14/87	Updated Table of Contents
14.1	14	New	Addition
14.A - 14.J	14	New	Addition

The pages of "Subject 14 - Separations II - Disciplinary" forwarded at this time contain (1) page 1 of Subject 14, and (2) the procedures for use of the Notice of Separation from Employment (pages 14.A - 14.J). As this section is incomplete, additional pages will be issued shortly. At that time pages 14.A - 14.J will be renumbered and reissued to conform with the format of the Manual.

Please replace the revised pages and add the new material to your copy of the PERSONNEL AND POLICES PROCEDURES MANUAL.

Additional copies of this material may be obtained from the Assistant Secretary's Office, Room 151 City Hall.

Please submit any comments, suggestions or questions to this office.





DOCUMENTS DEPT.

DEC 5 1988

SAN FRANCISCO
PUBLIC LIBRARY

DATE : November 30, 1988

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary,
Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 7 ¹⁰

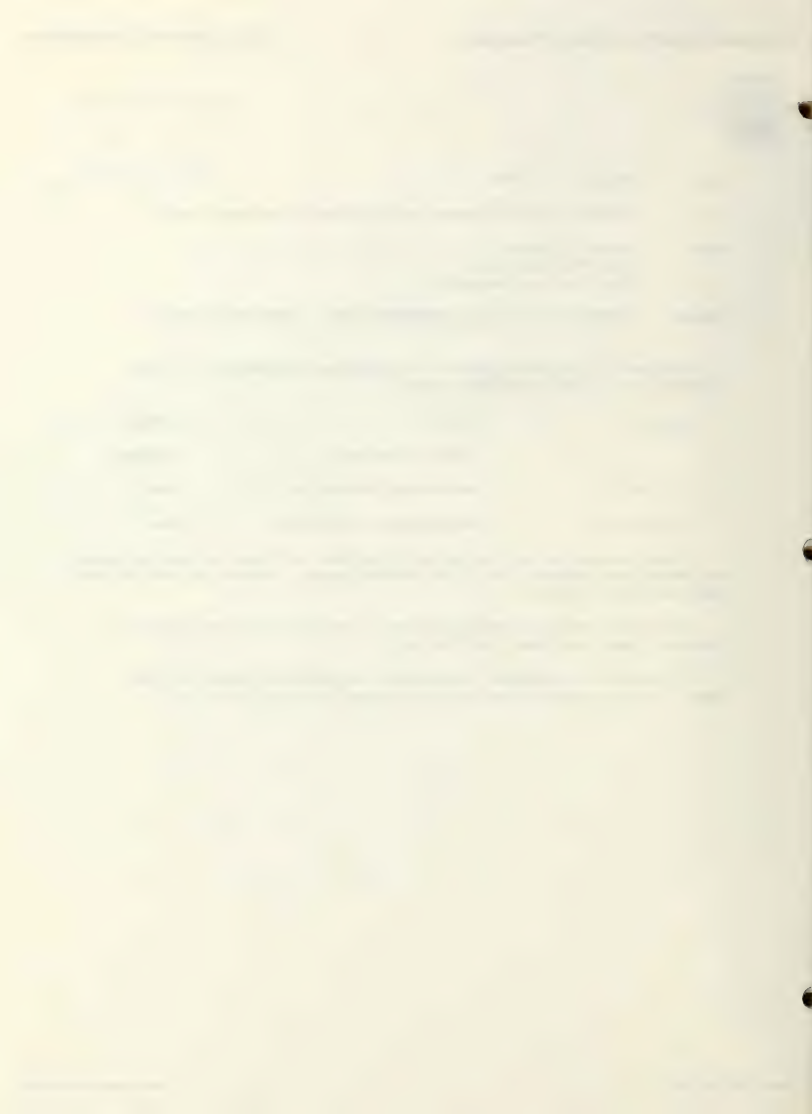
Attached is an updated Table of Contents and new material for the
PERSONNEL POLICY AND PROCEDURES MANUAL.

<u>Page(s)</u>	<u>Title</u>	<u>Change</u>
-	Table of Contents	Updated
12.1-12.11	Performance Evaluation	New
13.16-13.17	Unemployment Compensation	New

Please remove and destroy the existing Table of Contents from your copy of the Manual and replace it with the attached pages. Please also add the new sections to your Manual.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please submit them to the Assistant Secretary's Office.





DOCUMENTS DEPT.

DEC 12 1988

SAN FRANCISCO
PUBLIC INFORMATION

DATE : December 7, 1988

TO : Holders of the Personnel Policies and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission

A handwritten signature in dark ink, appearing to read "A. Walker", written over the typed name and title.

SUBJECT: CORRECTION OF MEMORANDUM DATED NOVEMBER 30, 1988

The Personnel Policy and Procedures Manual Amendment Number 7 which was mailed on November 30, 1988 should have been titled Amendment Number 8. Please correct your records accordingly.

I apologize for this error and any inconvenience it may have caused.



City and County of San Francisco

Civil Service Commission



DOCUMENTS DEPT.

FEB 14 1989

SAN FRANCISCO
PUBLIC LIBRARY

DATE : February 8, 1989

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 9

Listed below and attached are several changes in the **PERSONNEL POLICY AND PROCEDURES MANUAL**:

<u>PAGE(s)</u>	<u>TITLE</u>	<u>CHANGE</u>
1 - 3	Table of Contents	Revised
6.1 - 6.9	Examinations	New
7.1 - 7.21	Personnel Requisitions	Revised
Appendix A	Appendix to Subject 7	New
Appendix B	Appendix to Subject 7	New
14.J	TABLE: Separations/ Departmental Recommendations	Revised

Please add the new pages and replace the revised pages to your copy of the **PERSONNEL POLICY AND PROCEDURES MANUAL**.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please submit them to this office.

Attachments

SF
C65
#56

DOCUMENTS DEPT.

MAY 2 1989

SAN FRANCISCO
PUBLIC LIBRARY

P81

MEMORANDUM

DATE : April 28, 1989

TO : Holders of the Personnel Policy and Procedures Manual.

FROM : Albert C. Walker
Assistant Secretary *ACW*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 10

Attached is an updated Table of Contents and a new Subject 15 - Separations III - Layoff, of the PERSONNEL POLICY AND PROCEDURES MANUAL.

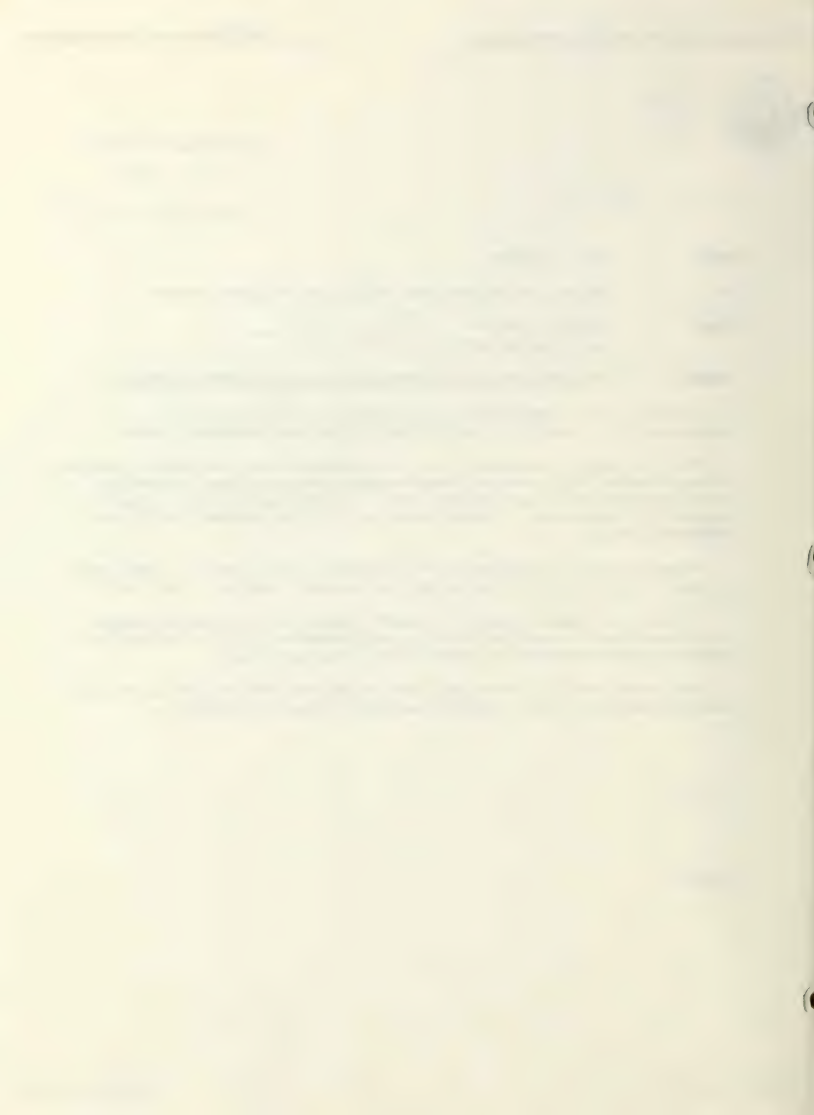
This new subject incorporates all the procedures from the existing section of the PERSONNEL POLICY AND PROCEDURES MANUALS plus additional information circulated separately over the past year. It replaces Section 7 - Layoff of Subject 13 - Separations I - Non-Disciplinary, in the PERSONNEL POLICY AND PROCEDURES MANUAL.

Please remove the existing Table of Contents dated January 31, 1989 and replace it with with the attached Table of Contents dated April 25, 1989.

In addition, remove Section 7 - Layoff (pages 13.12 - 13.15) of Subject 13 - Separations I - Non-Disciplinary, dated November 15, 1986, and add the attached pages numbered 15.1 through 15.48, plus appendices.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall.

ACW/jm



May 2, 1989



DOCUMENTS DEPT.

MAY 8 1989

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM

TO: Holders of the Personnel Policy and
Procedures Manual

FROM: Albert C. Walker
Assistant Secretary,
Civil Service Commission *ACW*

SUBJECT: TABLE OF CONTENTS FOR THE PERSONNEL POLICY AND
PROCEDURES MANUAL

On April 28, 1989, Amendment Number 10 of the Personnel Policy and Procedures Manual was distributed. Through an oversight, the revised Table of Contents was omitted from the package.

Please remove the existing Table of Contents, dated January 31, 1989, from the manual and replace it with the attached Table of Contents, dated April 25, 1989.

Additional copies of the Table of Contents may be obtained from the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall.

Attachment



FEB 12 1990

MEMORANDUM

DATE : February 5, 1990

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary
Civil Service Commission

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL AMENDMENT NUMBER 11

Listed below and attached are several changes or additions to the
PERSONNEL POLICY AND PROCEDURES MANUAL:

<u>PAGE(S)</u>	<u>TITLE</u>	<u>CHANGE</u>
1-4	Table of Contents	Revised
2.3-2.3b	Prohibition of Sexual Harassment	Revised
2.7-2.7e	Prohibiting Discrimination in Employment Against Any Person With a Disease or Affliction Not Transmitted by Casual Contact	Revised
2.8-2.8a	Drug Free Workplace	New
2.9-2.9b	Prohibiting Discrimination in Employment on the Bases of AIDS, ARC, HIV Infection or any Medical Signs or Symptoms Related Thereto	New
2.10-2.10b	Language Diversity	New
3.5-3.7	Requests for Medical Examinations of Employees	Revised
3.8-3.9	Cases of Suspected Criminal Activity	Pages re-numbered
3.10-3.11	Voting by Employees	Revised
11.1-11.8	Exempt Employment of Individuals Who Are Severely Handicapped	Revised
14E	Notice of Separation from Employment	Revised

Please add the new pages and replace the revised pages to your copy of the
PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these pages may be obtained from the Offices of the
Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this
material, please submit them to this office.



SF
C65
#56

DOCUMENTS DEPT.

APR 9 1990

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

DATE : April 2, 1990

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary
Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 12

Listed below and attached are several amendments to the Personnel Policy and Procedures Manual.

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1-4	Table of Contents	Table of Contents dated 2/5/90
2.3-2.3C	Prohibition of Sexual Harassment	Pages 2.3-2.3C dated 2/5/90
9.1-9.52	Personnel Appointments	Entire Subject 9 issued previously on various dates
APPENDIX A	Handbook for Employers	New - add to Subject 9
APPENDIX B	Civil Service Commission Medical Examination Policy	New - add to Subject 9
APPENDIX C	Criminal History Record Review Procedure	New - add to Subject 9
11.8-11.9	Exempt Appointment of Individuals Who Are Severely Disabled	Replaces page 11.8 issued 2/1/90 and page 11.9 issued 6/1/87

Subject 9 - Personnel Appointments has been revised and updated to include the procedures for processing all types of appointments. It also includes the instructions for completing and submitting the new forms: EMPLOYEE REQUEST FOR TRANSFER (CSC 6-36), and EMPLOYEE REQUEST FOR REINSTATEMENT (CSC 6-36A) and REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION (CSC 6-36B).

Please add the new pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL and remove the existing pages these replace. All pages issued previously in Subject 9 - Personnel Appointments should be removed.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please submit them to this office.



DOCUMENTS DEPT.

NOV 2 1990

SAN FRANCISCO
PUBLIC LIBRARYMEMORANDUM

DATE : November 1, 1990

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 13

Listed below and attached are several amendments to the Civil Service Commission Personnel Policy and Procedures Manual.

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1 - 4	Table of Contents	Table of Contents dated 04/02/90
6.2, 6.3, 6.6, 6.9	Examinations	Pages 6.2, 6.3, 6.5, 6.6, 6.9 dated 01/31/89
8.1 - 8.19	Certification of Eligibles	Pages 8.1 - 8.18 dated 08/01/86
11.8	Exempt Employment of Individuals who are Severely Disabled	Page 11.8 dated 04/02/90
14.1, 14.2, 14.3	Separations II - Disciplinary	Page 14.1 dated 12/01/87
15.46	Separations III - Layoff	Page 15.46 dated 04/25/89

Subject 14 - Separations II - Disciplinary, Section 1 - General Information, has been revised to include the policy developed by the General Manager, Personnel, in consultation with the City Attorney, pertaining to due process requirements in the termination of probationary, temporary civil service (from an eligible list), and provisional (limited tenure and non-civil service) employees. Please note that on page 14.2, it is emphasized that the Charter requires that all terminations must be signed by the appointing officer. This signatory responsibility cannot be delegated to subordinate personnel. Termination documents submitted to the Civil Service Commission which are not signed by the appointing officer are defective and will be returned to the department.

Please add the new pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL and remove the existing pages these replace.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni at 554-4753.





SF
C45
256
mst

MEMORANDUM

DATE : November 30, 1990

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker *Albert C. Walker*
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 14

SAN FRANCISCO
PUBLIC LIBRARY

Attached is the amendment to the Civil Service Commission PERSONNEL POLICY AND PROCEDURES MANUAL reflecting the amendment to Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification, which will be effective on January 2, 1990 for all employees whose salaries are established pursuant to Charter Section 8.407. This amendment to the PERSONNEL POLICY AND PROCEDURES MANUAL also explains how to implement the provisions of Salary Standardization Ordinance Section IV. HH - Acting Assignment Pay.

Please add the attached pages, which include a revision to page 4 of the Table of Contents, to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni at 554-4753.

ACW/KM/v1



MEMORANDUM

DOCUMENTS DEPT.

JUN 8 1991

SAN FRANCISCO
PUBLIC LIBRARY

DATE : May 24, 1991

TO : Holders of the PERSONNEL POLICY AND PROCEDURES MANUAL

FROM : Albert C. Walker,
Assistant Secretary, Civil Service Commission *AC Walker*

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 15

Listed below and attached are amendments to the Civil Service Commission PERSONNEL POLICY AND PROCEDURES MANUAL. Some of these amendments were made to correct locations of Civil Service Commission offices. Included also, however, are the new guidelines on employment verification and revised procedures for submission of PERSONNEL REQUISITIONS for exempt employment.

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1 - 4	Table of Contents	Table of Contents dated 11/01/90 and 11/30/90
1.1 - 1.3	Essential Resources	Pages 1.1 - 1.3 dated 07/1/86
3.1 - 3.4	Miscellaneous Policies and Procedures	Pages 3.1 - 3.4 dated 02/20/87
3.12 - 3.14	Employment Verification Guidelines	New
4.2	Classification Requests	Page 4.2 dated 07/01/86
5.1	Salaries	Page 5.1 dated 07/01/86
5.4	Salaries	Page 5.4 dated 07/01/86
5.5	Salaries	Page 5.5 dated 06/01/87
7.1 - 7.24	Personnel Requisitions (No change to Appendices A & B)	Pages 7.1 - 7.21 dated 01/31/89
9.1 - 9.48	Personnel Appointments (No change to Appendices A, B, & C)	Pages 9.1 - 9.53
11.7	Exempt Employment of Individuals who are Severely Disabled	Page 11.7 dated 02/01/90



<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
12.1	Performance Appraisal	Page 12.1 dated 11/30/88
13.1 - 13.2	Employee Separations I (Non-disciplinary Separations)	Pages 13.1 - 13.2 dated 11/15/86
14.A	Separations I - Disciplinary	Page 14.A dated 12/01/87
15.1 - 15.50 & Appendix A Appendix B Appendix C	Separations III - Layoff	Pages 15.1 - 15.48 dated 04/25/89 (including Appendices)
16.3	Temporary Assignments Outside of classification	Page 16.3 dated 11/30/90

Please add the new pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL and remove existing pages which are replaced by these pages.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

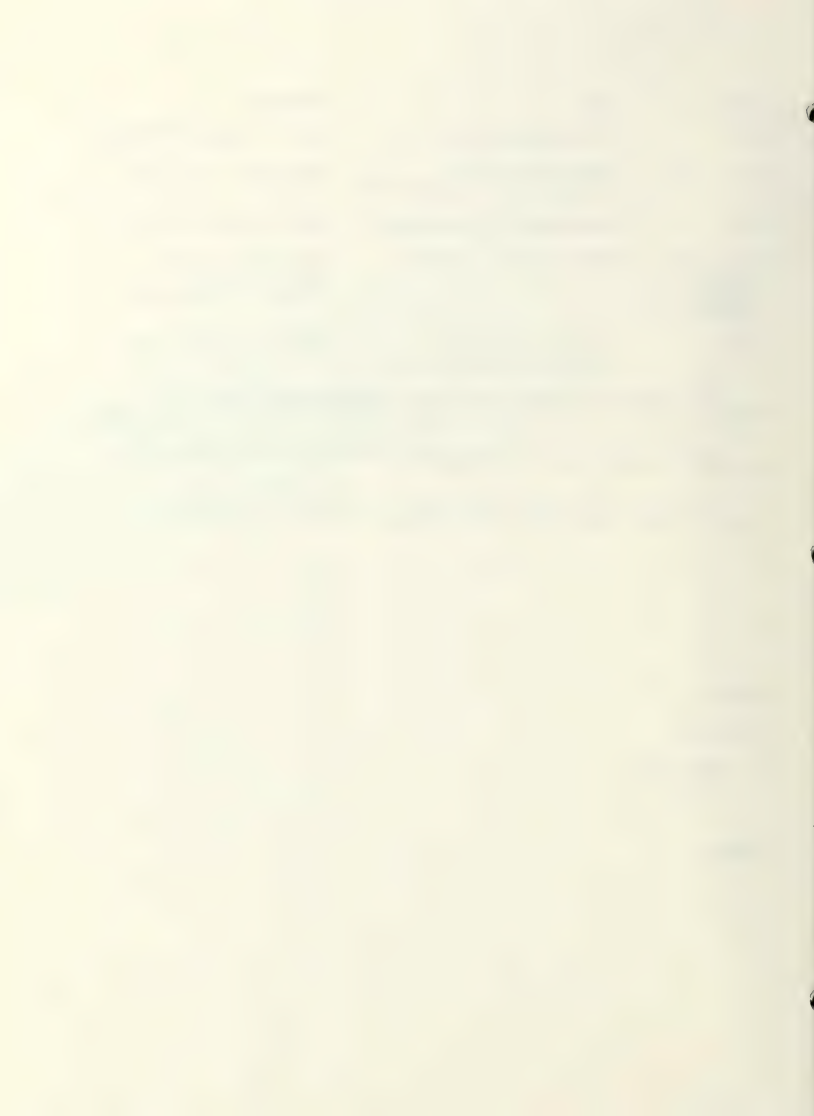
If you have any comments, suggestions or questions concerning this material, please submit them to this office.

ACW/KM/lf

Attachments

cc: Chron File
Alpha File

(90368)



MEMORANDUM

DOCUMENTS DEPT.

SEP 6 1991

SAN FRANCISCO
PUBLIC LIBRARY

DATE : September 6, 1991

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 16

Listed below and attached are several amendments to the Civil Service Commission PERSONNEL POLICY AND PROCEDURES MANUAL ("The 3PM").

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1-4	Table of Contents	Table of Contents pages dated 5/24/91.
2.11a,b,c	Improper Government Activities	NEW
7.4, 7.17, 7.24	Flexible Staffing	Pages 7.4, 7.17 and 7.24 dated 5/24/91.
8.2, 8.19, 8.20	Certification of Eligibles	Pages 8.2, 8.19, 8.20 dated 11/01/90.
9.4, 9.8, 9.16, 9.17, 9.18, 9.19, 9.20, 9.21, 9.22, 9.25, 9.26, 9.29, 9.32, 9.34, 9.37, 9.39	Personnel Appointments	Pages 9.4, 9.8, 9.16, 9.17, 9.18, 9.19, 9.20, 9.21, 9.22, 9.25, 9.26, 9.29, 9.32, 9.34, 9.37, 9.39 dated 5/24/91.
9.50, 9.51, 9.52	Personnel Appointments; As-Needed Appointments	NEW
12.1	Performance Appraisal	Page 12.1 dated 5/24/91.
13.1-13.13	Employee Separations I Non-Disciplinary Separations	Pages 13.1, 13.2 dated 5/24/91, pages 13.3-13.10 dated 11/15/86 and pages 13.11-13.13 dated 11/30/88.
14A, 14I	Separations II - Disciplinary	Page 14A dated 5/24/91 and Page 14I dated 12/01/87.

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
15.9	Separations III Layoff	Page 15.9 dated 5/24/91
16.3	Temporary Assignments Outside of Class	Page 16.3 dated 5/24/91
17.1-17.20	Leaves of Absence	NEW

Please add the new pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL, and remove and recycle the pages these replace.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni at 554-4753.

KM/vl

MEMORANDUM

DOCUMENTS DEPT.

DEC 6 1991

SAN FRANCISCO
PUBLIC LIBRARY

DATE : December 5, 1991

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
Assistant Secretary, Civil Service Commission

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 17

Attached are the following amendments to the Civil Service Commission POLICY AND PROCEDURES MANUAL ("The 3PM"):

<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1-4	Table of Contents	1-4 Dated 9/6/91
9.5-9.7	Selection of Non-Civil Appointees	9.5-9.7 Dated 5/24/91
9.49-9.51	As-Needed Appointments	9.50-9.52 Dated 9/6/91 (Page re-numbering only)
9.52-9.56	Successive Appointments	NEW
14.4-14.8	Automatic Resignation	NEW

Selection of Non-Civil Service Appointees (Subject 9, Section 2) is revised to incorporate the policy and procedures issued by the General Manager, Personnel by memorandum on October 18, 1991.

As-needed Appointments (Subject 9, Section 10) is issued to correct the numbering of the pages issued September 6, 1991. There is no change in the text of the section.

Successive Appointments (Subject 9, Section 11) provides a procedure for departments for the non-punitive separation and immediate reemployment of a probationary employee in order to initiate a new appointment with a new probationary period.

Automatic Resignation (Subject 14, Section 2) is a new procedure which provides that an appointing officer must notify an employee, in writing via certified mail, of the intent to separate the employee by automatic resignation prior to processing an Automatic Resignation. This requirement is based upon a 1991 California Supreme Court decision (Coleman vs. Department of General Services).



Please add the new pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL and remove and recycle the pages these replace.

Additional copies of these pages may be obtained from the Assistant Secretary's Office, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni at 554-4753.

Attachments

KM/vl

MEMORANDUM

DATE: April 10, 1992

TO: Holders of the Personnel Policy and Procedures Manual

FROM: Carol M. Sam *Carol M. Sam*
Assistant Secretary

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 18

Attached is the revised Subject 15: Separations III - Layoff, of the Civil Service Commission Personnel Policy and Procedures Manual. The revision incorporates the changes in Civil Service Commission Rule 32 - Layoff and Involuntary Leave regarding seniority in the event of ties, and contains the updated copy of the brochure, "Layoff and Involuntary Leave."

Please remove the existing pages 15.1 through 15.50 and Appendices A through D in your copy of the Personnel Policy and Procedures Manual and replace them with the attached pages 15.1 through 15.52 and Appendices A through E, dated April 10, 1992.

Attached also is the revised Table of Contents, pages 1 through 4, dated April 10, 1992. Please use these pages to replace Table of Contents pages 1 through 4 dated December 5, 1991.

Additional copies of these pages may be obtained from the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallisni at 554-4748.

Attachments

(0671B)

DOCUMENTS SECT.

APR 15 1992

SAN FRANCISCO
FOUNDER LIBRARY





SF
CIS
#56

SF PUBLIC LIBRARY
DOCUMENTS DEPARTMENT
CIVIC CENTER BRANCH
3 PM - 4

MEMORANDUM

DATE : December 11, 1992

TO : Holders of the Personnel Policy and Procedures Manual

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT : PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT
NUMBER 19

DOCUMENTS DEPT

DEC 15 1992

SAN FRANCISCO
PUBLIC LIBRARY

Attached are the revised Subjects 1 through 6 of the Civil Service Commission Personnel Policy and Procedures Manual. The manual is currently being revised in its entirety to reflect proposed changes to Civil Service Commission Rules, revised forms and new locations for various services.

Sections 1 through 6 are being issued at this time with minor revisions. The remaining sections of the manual will be issued in the near future as rule amendments are adopted and new forms are finalized.

Please remove the existing Subjects 1 through 6 in your copy of the Personnel Policy and Procedures Manual and replace them with the attached pages, dated December 11, 1992. These revised pages are printed on both sides to economize on paper and space in the manual.

There were no revisions to the Table of Contents with this amendment.

Please photocopy these pages if there is a need for additional copies.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni, Administrative and Personnel Services Division, Room 153 City Hall, 554-4749.

CIVIL SERVICE COMMISSION

Sandi Mallegni

Albert C. Walker

Albert. C. Walker
General Manager, Personnel

Attachments

(1774B)





SF
C65
#56
No. 20

INSERT

DOCUMENTS DEPT.
APR 18 1993

MEMORANDUM

SF PUBLIC LIBRARY
DOCUMENTS DEPARTMENT
CIVIC CENTER BRANCH
3 PM - 4

DATE : April 9, 1993
TO : Holders of the Personnel Policy and Procedures Manual
FROM : Albert C. Walker
General Manager, Personnel
SUBJECT : PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT
NUMBER 20

DOCUMENTS DEPT.

APR 12 1993

SAN FRANCISCO
PUBLIC LIBRARY

Attached and listed below are several amendments to the Civil Service Commission Personnel Policy and Procedures Manual:

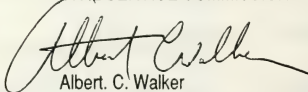
<u>PAGES</u>	<u>TITLE</u>	<u>REPLACES</u>
1 - 4	Table of Contents	Table of Contents dated 04-10-92
3.2A - 3.7D	Miscellaneous Policies and Procedures	Pages 3.3-3.14B dated 12/11/92
11.1- 11.9	Exempt Employment of Individuals who are Severely Disabled	Pages 11.1-11.6 dated 02/01/90 Page 11.7 dated 05/24/91 Page 11.8 dated 11/01/90 Page 11.9 dated 04/02/90
13.11	Separations I	Page 13.11 dated 09/06/91
14J	Separations II - Disciplinary	Page 14J dated 01/31/89
15.35 - 15.36	Separations III - Layoff	Pages 15.35-15.36 dated 04/10/92
14.45 - 15.46	Separations III - Layoff	Pages 15.45-15.46 dated 04/10/92
15.49 - 15.50	Separations III - Layoff	Pages 15.49-15.50 dated 04/10/92
16.1 - 16.16.13 Appendix A Appendix B	Temporary Assignments Outside of Classification	Pages 16.1 - 16.13 dated 11/30/90 Appendix A dated 11/16/90

Please add the new and revised pages to your copy of the PERSONNEL POLICY AND PROCEDURES MANUAL and remove the existing pages these replace.

If additional copies of these pages are needed, they may be photocopy.

Comments, suggestions or questions concerning this material are to be directed to Kathy Mallegni, Senior Personnel Analyst, Civil Service Administrative and Personnel Services Division, Room 153, City Hall.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Albert C. Walker", written over a horizontal line.

Albert C. Walker
General Manager, Personnel

Attachments

(2344B)



SF
C65
#56
No. 21

MEMORANDUM

SF PUBLIC LIBRARY
DOCUMENTS DEPARTMENT
CIVIC CENTER BRANCH
3 PM - 4

DATE: May 14, 1993

TO: Holders of the Personnel Policy and Procedures Manual

FROM: Albert C. Walker
Assistant Secretary

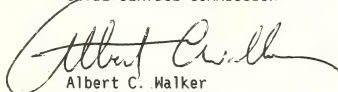
SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 21

Attached is a new subject, Disciplinary Suspensions, to be added to your copy of the Personnel Policy and Procedures Manual (the "3PM"). Please insert the attached pages 18.1 through 18.6 and Appendix A at the end of the Manual.

If additional copies of these pages are needed, they may be photocopied.

Comments, suggestions or questions concerning this material or any aspect of the 3PM are to be directed to Kathy Mallegni, Senior Personnel Analyst, Civil Service Department, Room 153 City Hall.

CIVIL SERVICE COMMISSION



Albert C. Walker
Assistant Secretary

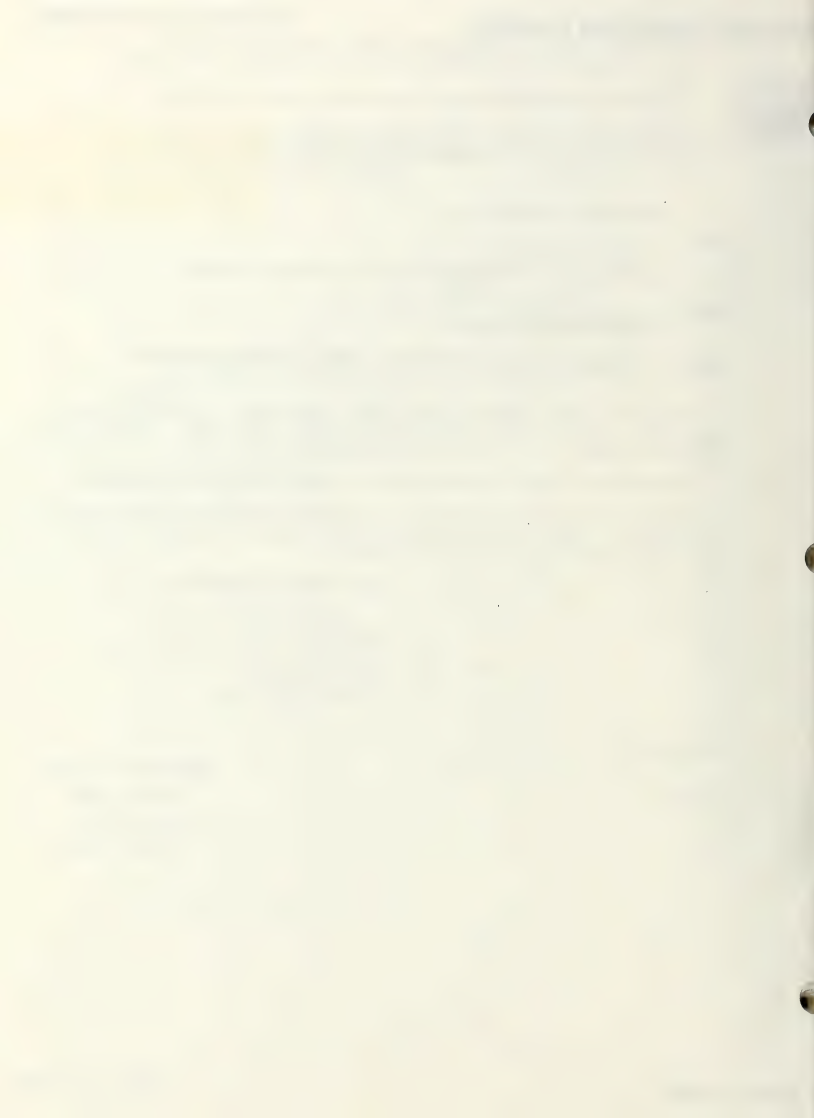
Attachments

(2495B)

DOCUMENTS DEPT.

MAY 18 1993

SAN FRANCISCO
PUBLIC LIBRARY





DOCUMENTS DEPT

AUG 17 1993

SAN FRANCISCO
PUBLIC LIBRARY**MEMORANDUM**

DATE: August 13, 1993

TO: Holders of the Personnel Policy and Procedures Manual

FROM: Albert C. Walker
Assistant Secretary

SUBJECT: PERSONNEL POLICY AND PROCEDURES MANUAL AMENDMENT NUMBER 21

Attached is the revised Subject 3, Section 4 - Request for Medical Examination of an Employee, of the Civil Service Commission's Personnel Policy and Procedures Manual. This revision incorporates minor changes in the April 9, 1993 policy.

Please remove existing pages 3.4 through 3.4H in your copy of the Personnel Policy and Procedures Manual and replace them with the attached pages 3.4 through 3.4H, dated August 13, 1993.

If you require additional copies of these pages, please photocopy them.

If you have any comments, suggestions or questions concerning this material, please contact Kathy Mallegni at 554-4749.

Attachment

(2848B)

SF PUBLIC LIBRARY
DOCUMENTS DEPARTMENT
CIVIC CENTER BRANCH
3 PM - 4

EF 000
APR 2

